



## **JOB DESCRIPTION**

**TITLE:** Regional Development Director-Western Washington

**DEPARTMENT:** Advancement Office

**REPORTS TO:** Vice President for University Advancement

**FLSA:** Exempt

**SALARY:** \$80,000 - \$95,000

### **POSITION SUMMARY:**

The Office of University Advancement carries out the fundraising efforts for the University. This position works closely with the VP of University Advancement to secure funds for the organization through the cultivation of new donors to the organization and the ongoing stewardship of those donors in accordance with their values and alignment with the strategic initiatives of Heritage University.

The Regional Development Director should excel in managing relationships as well as providing outstanding customer service and should be an enthusiastic professional with the highest standards of excellence. This position will require some weekend and evening work, in addition to local, regional, and occasional national travel. This position will work generally across Western Washington from a home-based office but will require in-person participation in events in the Greater Seattle area and occasional trips to the Heritage University main campus in Toppenish, Washington.

### **DUTIES AND RESPONSIBILITIES:**

1. Represent Heritage University in a highly favorable manner when interacting with prospective, current, and former students, donors, clients, suppliers, and the broader community. Effectively engage with a diverse range of faculty, staff, students, and other service recipients, adhere to departmental practices, and align with Heritage University's mission.
2. Uphold the Heritage University Mission Statement.
3. Handle confidential information for donor and student records with tact, discretion and in compliance with FERPA regulations.
4. Develop and maintain a robust donor cultivation cycle and stewardship program, ensuring the continual growth of new donors, facilitating annual increases in their support, and fostering strong relationships with the University.
5. Establish personalized goals for each donor within your portfolio, considering their giving history and potential as assessed by the organization.
6. Formulate a comprehensive plan for each donor, serving as the cornerstone for tailored communication and marketing efforts. Diligently execute this plan, focusing on retaining and elevating individuals within the portfolio.
7. Strategize with University board members to create opportunities to introduce Heritage to members of their professional and social circles who could be interested in learning about the University.
8. Collaborate with University personnel to gather the necessary project information required to create proposals and solicitations that will be presented to portfolio members, aiming to secure their philanthropic support.
9. Craft written materials such as correspondence, solicitation materials, acknowledgments, and regular communications as integral components of our stewardship program.
10. Produce monthly reports, as requested by management, that accurately capture caseload activity and performance.
11. Undertake additional major donor engagement activities as needed.
12. Other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES:

A. **Knowledge:**

- Five years of relevant experience in fundraising, customer service, or outside sales.
- Bachelor's degree required.

B. **Skills:**

- Exceptional communication skills, encompassing writing, proofreading, and speaking.
- Outstanding interpersonal skills, evident in both face-to-face interactions, email correspondence, and phone conversations.
- Proficiency in utilizing Raiser's Edge Fundraising Software, demonstrating a deep understanding of fundraising platforms.
- Commitment to safeguarding confidential information and data integrity.
- Proficient in the use of Microsoft Office, with a strong command of productivity tools and software.

C. **Abilities:**

- Ability to operate autonomously, exercising sound judgment and making well-informed decisions.
- Meticulous attention to detail ensuring accuracy and precision in all tasks.
- Adept at juggling multiple projects and work assignments, often requiring collaboration with a diverse array of staff, faculty, and students.
- Demonstrated ability to inspire and collaborate with groups and individuals, fostering motivation and productivity.

## **APPLICATION INFORMATION AND DEADLINE** Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU App](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to:

[Humanresources@heritage.edu](mailto:Humanresources@heritage.edu)

OR

Heritage University  
Office of Human Resources  
3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.*