



JOB DESCRIPTION

TITLE: Senior Director of Donor Development

COLLEGE/SCHOOL/DEPT: *Advancement Office*

REPORTS TO: *VP Advancement*

FLSA: *Exempt*

SALARY: *\$75,000 - \$85,000*

POSITION SUMMARY:

The Office of University Advancement carries out the fundraising, marketing, and communication efforts of the university. Under the general direction of the VP of Advancement, this position will develop, implement, and evaluate a comprehensive donor cultivation and stewardship program from private sources from across the country in support of strategic initiatives at Heritage University. This position will also coordinate events and stewardship activities that support fundraising and friend-raising for the University. The Senior Director of Donor Development should excel in managing relationships, events, budgets, and mentoring junior staff members. This position must provide outstanding responsiveness and should be an enthusiastic professional with the highest standards of excellence playing a leadership role in implementing change and adapting to changing circumstances. This position will require some weekend and evening work, as well as local, regional, and national travel.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in the most positive manner with prospective, former, and current students, donors, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Plan, direct, and administer a donor cultivation program to meet revenue goals for strategic university initiatives including support from private, corporate and foundations.
4. Directs stewardship efforts for donors and prospects through in-person meetings, phone calls and written correspondence as appropriate. Coordinates donor visits to campus and opportunities to meet with students. Participates in planned giving conversations with donors as appropriate.
5. Develops an annual series of events to facilitate donor cultivation in the Yakima Valley and across central Washington state. Manage all fundraising events on behalf of the university, to include the annual Scholarship Dinner. Coordinate all logistics for each event, including volunteer recruitment and management.
6. Prioritize fundraising activities in alignment with established goals and advise Heritage leadership of ongoing progress.
7. Report and track fundraising progress with the use of contact reports and prospect management tools through the University's donor management system (Raiser's Edge).
8. Handle confidential information for donor and student records with tact, discretion and in compliance with FERPA regulations.
9. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. Knowledge:

- 7-10 years of relevant experience in philanthropy, customer service, sales, or event planning.
- Bachelor's degree in a related field.

B. Skills:

- Excellent communication skills, including writing, proofreading, and speaking.
- Excellent interpersonal skills both in person and by phone and by email.
- Fundraising and donor management experience desired.
- Demonstrated experience planning, executing, and successfully completing fundraising initiatives.
- Ability to act independently and exercise sound judgment.
- Attention to detail, including the proofreading of printed and electronic materials to ensure accuracy
- Able to perform under pressure.
- Experience managing budgets.
- Ability to speak to large and small groups with confidence.
- Ability to manage multiple projects and work assignments that require assistance from a variety of staff and volunteers.
- Excellent record keeping inclusive of database entry of donor interactions and relevant communications.
- Ability to motivate and work effectively with groups and individuals.
- Able to maintain confidential information.
- Proficient in MS Office.

C. Physical Requirements:

- Must be able to use a computer terminal and view a computer screen for extended periods of time.
- Ability to travel regionally and nationally.

BENEFIT PACKAGE (benefit eligible is at least .75 FTE):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

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 orders regarding non-discrimination and affirmative action.