



JOB DESCRIPTION

TITLE: Director of Regional Development -Western Washington

DEPARTMENT: Advancement Office

REPORTS TO: Senior Vice President for University Advancement

FLSA: Exempt

SALARY: \$85,000 - \$100,000

POSITION SUMMARY:

The Office of University Advancement supports Heritage University's mission to empower a multi-cultural and inclusive student body to overcome the social, cultural, economic and geographic barriers that limit access to higher education through a wide variety of fundraising efforts.

This position works closely with the VP of University Advancement, colleagues and board members to secure philanthropic funds for the organization through the identification, qualification, cultivation, solicitation and stewardship of donors primarily located in Western Washington.

The Regional Development Director should excel in building positive, trusting relationships with Heritage University donors, donor prospects, volunteers and colleagues. 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 with 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 current, prospective and former students, donors, students, volunteers and the broader community.
2. Uphold Heritage University's mission.
3. Handle confidential information for donor and student records with tact, discretion and in compliance with FERPA standards.
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. Manage a donor portfolio, identify new donors through outreach and events and create and execute a moves management strategy for each individual donor and prospect.
6. Strategize with University board members to create opportunities to introduce Heritage to members of their professional and social circles.
7. Support key fundraising priorities, which could include, but are not limited to, student scholarships, academic programs, and capital projects. Manage a regional fundraising strategy, in collaboration with the Vice President for University Advancement and other Heritage University leaders.
8. Oversee the annual *Bounty of the Valley* Scholarship Dinner in Seattle, which occurs at the same time as the Scholarship Dinner on campus in Toppenish. In addition, manage several other cultivation and fundraising events throughout the year including house parties, retirement community talks/lunch & learns, and the annual *Yakima Valley Insiders Tour*.
9. Manage a part-time events manager who will provide support for select annual events including the Scholarship Dinner in Seattle.
10. Work closely with donors and other constituents to maximize philanthropic revenue for Heritage by having in-person donor meetings, communicating newsworthy information, creating and sharing donor impact reports and other stewardship touch points throughout the year.

11. Collaborate with University staff to gather the necessary project information required to create proposals and solicitations that will be presented to portfolio members, aiming to secure their continued philanthropic support.
12. Craft written materials such as correspondence, solicitations, acknowledgements and regular communications as integral components of our stewardship program.
13. Produce monthly reports, as requested by management, that accurately capture caseload activity and performance.
14. Undertake additional major donor engagement activities as needed.
15. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

A. Knowledge:

- Bachelor's degree required
- Five years of relevant experience in fundraising experience or five years combined experience in development and in a closely related field.

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 work both independently and collaboratively, 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.

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

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program- 6 month waiting period
- Additional plans 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: [HU Application](#)

Review of complete applications, with the listed above will begin immediately and will continue until the position is filled. Position is subject to grant 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.