



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: BAC Donor Development Officer
DEPARTMENT: Development
SUPERVISOR: CDO
FSLA STATUS: Exempt
Location: Bay Area Campus

MAJOR PURPOSE:

The (Bay Area) Donor Development Officer will focus on building meaningful relationships with donors, pastors, and prospects connecting those individuals to giving opportunities that best meet the individual's and the University's mutual goals. This individual will assist with all aspects of the donor development cycle including donor identification, cultivation, solicitation, acknowledgment, Church Partnership and stewardship. This position reports directly to the Chief Development Officer, with collaboration with the Donor Development Director and Director of Church Relations.

PERFORMANCE MEASUREMENTS

1. Help to develop and execute quarterly/annual fundraising plans, donor solicitations, identification, cultivation, campaigns (capital and annual) and stewardship efforts.
2. Identify, cultivate, solicit, steward and retain qualified prospects and (major) donors in the Bay Area and Central Valley. Manage a portfolio of approximately 150-200 qualified relationships, and apply a moves management approach to the portfolio, with a custom cultivation strategy for each donor and Church Partner.
3. Demonstrate a keen sense of curiosity for donors – seeking to compel each donor to give substantially by asking the right questions – and able to personally adapt as needed to meet the needs of donors.
4. Work collaboratively, under the direction of the Chief Development Office; collaborate with the Donor Development Director, Church Relations Director, and staff at the Rocklin campus to identify, cultivate and solicit donor prospects and church partners.
5. Track prospects and donor contacts in portfolio using organization tools and tracking methods via Salesforce.
6. Work toward annual fundraising (annual and capital) projection(s) for determined Bay Area geography; operating campaigns according to expectations and determined projections.
7. Collaborate with and participate in strategizing with development staff to ensure donors are stewarded, cultivated, segmented and renewed.
8. Oversee donor acknowledgement process, working with finance and data departments, to ensure timely and accurate response to donations and to identify potential mid-or major donors and church partners.
9. Works collaboratively with University Development staff to compose letters, compile appropriate invitation lists, and engage featured program participants.
10. Collaborate with the Director of Donor Development in the management of the President's Circle.
11. Attend and (occasionally) host (in conjunction with Director of Church Relations) Bay Area pastors/church partner; additionally attend area chambers of commerce, Barnabas (and similar) and Christian business men/women gatherings.
12. Ensure that all donor information entry, storage and special requests are fulfilled for Development Office database.
13. Continually update and correct database records for individuals, organizations and churches.
14. Perform other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree required

REQUIRED KNOWLEDGE:

- Previous executive or church administrative support experience preferred
- Experience in higher education and/or fundraising would be extremely helpful

SKILLS/ABILITIES:

- A strong and visible Christian faith
- Must be able to determine how best to develop and maintain effective relationships with donors and determine when and how a prospective donor can be successfully solicited for a gift
- Must be able to motivate volunteers
- Demonstrate ability to relate well to, and understand the needs and interests of donors in order to develop or strengthen relationships between them and the University
- Ability to participate in all aspects of the gift cycle
- Must have knowledge of planned giving techniques and vehicles
- Must travel and work irregular hours as needed
- Requires proficient computer and database management skills
- Possess excellent verbal and written communication skills as well as professional interpersonal skills
- Work well in a team environment and be able to accept input as well as supervisory guidance
- Must be a self-starter who regularly sets and achieves work goals

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date