

UPPER IOWA UNIVERSITY

Department:	Institutional Advancement and Alumni Development
Location:	Fayette, IA
Job Title:	Development Officer
Reports to:	Vice President for External Affairs

Type of position:	<input checked="" type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Nonexempt
<input type="checkbox"/> Part-time	
<input type="checkbox"/> Contractor	
<input type="checkbox"/> Intern	

GENERAL DESCRIPTION

The Development Officer will identify, cultivate, solicit and steward prospects made up of alumni, parents and friends of Upper Iowa University. The position will work with a variety of university stakeholders to engage prospects and to develop and implement cultivation and solicitation plans, including crafting written proposals and collateral materials to support prospect and donor engagement. The position will seek to secure funding at different levels in accordance to where prospects and donors stand within the cultivation continuum.

PRIMARY DUTIES AND RESPONSIBILITIES

- Collaborate with Development and Operations staff to identify and qualify major potential donors
- Identify potential donor affinity with institution and develop customized strategies of prospect and donor engagement
- Be a valued, conscientious and cooperative team member in pursuit of attaining institutional goals
- Build and maintain internal and external partnerships
- Accurately and consistently document communication and interaction with university stakeholders in the University data management system
- Be disciplined and creative in identifying, cultivating and stewarding major gifts/donors
- Lead fundraising projects, including coordination of campaign volunteers and their fundraising efforts
- Collaborate with Vice President for External Affairs to establish goals and measurable performance metrics
- Create networks that assist with identification of new potential donors and prospects
- Maintain an awareness of professional best practices and trends and utilize to strengthen personal and team performance
- Commit to highest standards of personal and professional integrity

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CORE COMPETENCIES

Successful candidate will demonstrate superb communication skills, both verbal and written; effective interpersonal skills with a passion for communicating and connecting with wide array of personalities. Must have a good understanding of the fundraising process and best practices; outside sales and/or prospect solicitation experience; must be imaginative, innovative, and demonstrate the ability and strong desire to cultivate, solicit, and manage prospects and volunteers. Ability to multi-task and handle multiple priorities. Must be able to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

MINIMUM REQUIREMENTS

1. Bachelor's Degree, Master's Degree preferred
2. 2-3 years of relevant experience
3. Strong interpersonal and communication skills
4. Strong organizational skills
5. Familiar with social media
6. Evening and weekend work expected, travel required

ENVIRONMENTAL WORKING CONDITIONS

1. Sit at desk for long periods of time.
2. Work with personal computer, keyboard and mouse for long periods of time.
3. Standing, reaching and bending to access files.
4. Walk across campus, ascend and descend stairs to attend meetings.
5. Lift up to 30 pounds delivering materials, moving boxes of forms, etc.
6. Indoors 90%

RECOMMENDED BY

Title & Date

APPROVED BY

Title & Date