

1. JOB INFORMATION

Job Title: Development Officer

Classification: Exempt/Salaried, Full Time, Benefited

Number of Openings: 1

Schedule: 37.5 hours per week scheduled Monday through Friday

Department/Division: Development/University Communications and Advancement

Supervisor: Associate Vice President of Advancement and Communications

Benefits: Comprehensive benefits package including employer paid and employer sponsored health, dental and vision insurance plan options. 403(b) retirement plan with up to 10% match after one year. Tuition waiver eligibility for UWS academic programs after one year of employment. Free and reduced cost care in the campus health center for employees and their immediate family members. Paid vacation, sick, wellness time and holidays.

2. ABOUT UWS

University of Western States (UWS) offers a world-class, integrated health care education and provides an evidence-informed approach to health and wellness. Our graduates deliver high-quality health care based on science, the professional's skill and knowledge, and the preferences and experiences of the patient or client. The university is at the forefront of an emerging, whole-person philosophy of health care by offering a variety of health and wellness educational programs. Learn more about us by visiting our website at <https://www.uws.edu/>.

3. JOB SUMMARY

The development officer oversees, coordinates, and manages the university's fundraising activities and initiatives, including the day-to-day operations of the office of development. Under the direction of the associate vice president of advancement and university communications, the development officer will develop, plan and implement a comprehensive development program to secure annual and planned gifts, as well as increase overall support from alumni, friends and corporate partners. The development officer works collaboratively with the alumni and marketing teams to develop web content, communications, events, informational materials, and other documents that communicate the university's development opportunities and celebrate donors, alumni, and partners of the university.

4. JOB RESPONSILTIES

List key position responsibilities/duties by category and estimate the percentage of time spent on each responsibility. The total percentage of duties must equal 100%.

FUNDRAISING CAMPAIGNS = 30%

- Develop, oversee, and manage annual fundraising campaigns for the university that includes goals and objectives for each constituent group.
- Coordinate with the marketing department to develop a cohesive annual marketing effort, creating all appropriate means and platforms (print materials, advertising, social media, direct mail, email, and in person solicitation, etc.) to increase annual gifts.

- Develop and provide reports and track analysis of all campaigns. Utilize program outcomes to plan future solicitations and segmentations.

SOLICITATIONS AND DONOR ENGAGEMENT = 30%

- Create a plan for stewardship and solicitation of major donors including naming opportunity donors, endowment contributors and President Society members and actively solicit renewals of all major gifts.
- Send thank you packages and unique correspondence for all new donors.
- Coordinate, manage, and document all in-kind donations with UWS departments.
- Seek and draft donor profiles and stories.
- Respond and solicit in-person meet and greets for all donors coming to campus.
- Collaborate with the alumni department to plan and develop initiatives and activities to foster and engage alumni and campus community support.
- Partner with alumni relations staff plan and execute alumni engagement events.
- Create and execute in-person fundraising events in collaboration with university leadership.
- Solicit vendors and corporate partners in support of university events.
- Support and help guide student club fundraising activities.

COMMUNICATIONS = 20%

- Provide appropriate receipts and acknowledgements to donors for all gifts and donations and have them signed by the appropriate UWS official.
- Responsible for drafting all solicitation language – including ask letters, thank yous, and other donor-related content.
- Responsible for content and publication of UWS Annual Report.
- Responsible for content and publication of Donor E-Newsletter.
- Prepare end of the year tax statements for all donors.

DATABASE/CRM MANAGEMENT = 20%

- Ensure the timely updating and publication of donor recognition lists.
- Maintain the university database of all donors – their contact information and donations.

5. UWS CORE VALUES

Best Practices: We maintain high standards by using and integrating evidence across multiple disciplines.

Curiosity: We are innovative, open minded, and forward thinking.

Inclusiveness: We are respectful, mindful, and welcoming of different ways of being, thinking, and doing.

Professionalism: We are responsible, respectful, and accountable.

Student-Focus: We work for the common good of students' academic and professional success.

Whole-Person Health: We promote physical, mental and emotional wellness in all facets of the UWS experience.

6. JOB QUALIFICATIONS

Education and Training:

Required

- Minimum of a bachelor's degree in a field related to development or equivalent combination of education and experience.

Preferred

- Advanced degree is preferred.

Certifications and Licenses

Preferred

- Certified Fund Raising Executive (CFRE) is certification preferred.

Experience:

Required

- Minimum of three years' in fundraising leadership experience.

Preferred

- Experience in higher education is preferred.

Knowledge, Skills and Abilities:

Required

- A record of frequent and successful interactions with internal and external constituencies.

Preferred

- Excellent interpersonal skills to communicate professionally and effectively and work with administrators, campus colleagues, vendors, alumni and other external constituents.

Other Qualifications:

Required

- Experience with fundraising software or other relational databases.

Preferred

- Experience with student information systems is preferred.

7. APPLICATION, SCREENING AND HIRING PROCESS:

Screening of applicants will begin immediately, and the position will remain open until filled.

Please submit a cover letter, a resume and the names and contact information, including email addresses, of three professional references.

University of Western States conducts background checks for the finalist or finalists of staff and faculty positions. The type of background check will vary by position type.

University of Western States is an equal opportunity employer.

To apply, visit our website at: <https://www.uws.edu/about/employment/>.
Click on the large orange button and follow the prompts.

You may attach your materials as Word or PDF documents.