



Development Officer

Department: Advancement

Recruitment #: S1984

Closing Date: Review begins **December 9, 2019**. Position open until filled

Salary Range: 56,630 - \$66,624

Western Oregon University/WOU Foundation is looking for an enthusiastic, relationship-oriented Development Officer that is passionate about higher education. We are looking for a creative, energetic, and tenacious professional who is relationship orientated and can work independently. This is a full-time, 12-month, annually renewable, unclassified position. The Advancement division is responsible for community relations, fund raising, prospect research, alumni relations, and the operation of the Western Oregon University Foundation.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Minimum 2 years of full-time professional work experience in planned giving, fundraising or sales
- Knowledge and experience actively using a customer relationship management software
- Strong interpersonal, organizational, and communication skills
- Results oriented, with the ability to set priorities
- Ability to obtain and retain an Oregon Driver's License

Preferred Qualifications:

- Master's degree
- Professional fundraising experience in a higher education environment
- Experience implementing and maintaining a successful planned giving program
- Raisers Edge/RE NXT certificates

Working conditions

- Ability to easily navigate stairs (2nd floor office with no elevator access)
- Ability and willingness to travel by car, train, and/or plane
- Ability and willingness to work evenings and weekends, as needed

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

Job Summary:

This position is critical to the fundraising/development success of the university. It is directly responsible for the cultivation and solicitation of gifts towards the monetary goals of the Foundation and university.

Candidates should be self-starters that enjoy meeting with and building relationships with a diverse set of donors. The candidate should have experience with sales and development-based approaches to fundraising, which involve reaching out/meeting with prospects and investors and generating results from those conversations. The candidate is responsible for securing funding for a changing set of projects and initiatives to support Western Oregon University. The successful candidate will enjoy learning about all facets of WOU and will own a portfolio of prospects and investors. The candidate will be responsible for actively using a customer relationship management database and meeting monetary goals.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1984, Development Officer, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**