

# Philanthropy Officer

<b>Recruitment #:</b>	S2354
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Advancement
<b>Salary Rate:</b>	\$70,000 - \$80,000

## About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 37% of undergraduates being students of color.

## Position Summary:

The Philanthropy Officer serves as a key member of the Office of University Advancement and the WOU Foundation. Reporting to the Vice President of Advancement, the Philanthropy Officer builds and manages a portfolio of prospective major giving donors. In addition to direct cultivation, solicitation, and stewardship of major donors and prospects, the Philanthropy Officer supports stewardship, cultivation and special event and alumni activities as necessary for building and growing lasting relationships between donors and Western Oregon University.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

## Minimum Requirements:

- Bachelor’s degree.
- 2 or more years of fundraising experience, or related experience. Must be able to represent and act as a spokesperson for the University externally through in-person and virtual settings.
- Must maintain strict confidentiality of all constituent information and records.
- Must be willing to travel to attend in-person meetings with constituents within Oregon and out-of-state locations.
- Must be willing to work on evenings and weekends.
- Valid driver’s license and personal transportation available for frequent travel to business meetings (mileage is reimbursed under federal guidelines).
- Successfully pass a background check.

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position.

All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV

### **Background/Education Check:**

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

### **Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

### **Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

### **Accommodation Requests:**

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.

### **Veterans Preference**

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

**Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.**