Position Description

**Purpose:** Provide leadership, planning, development, management and implementation for the advancement functions of the University.

**Responsibilities:** The Office of Advancement has as its primary function to grow the funding resources needed to support the mission and vision of the university. As such Advancement builds relational bridges with alumni, friends, parents, the business community, churches and foundations with the goal of increasing support for the university. The Advancement Office includes 5 full-time employees, including the Director of Development and Director of Alumni Services. The major responsibilities of the position include, but are not limited to, the following:

1. Serve on the President’s Cabinet.
2. Work with President, Cabinet and others to develop a theology of stewardship and culture of giving.
3. Assist in the development and implementation of the overall vision of the University.
4. Work closely with the President to align Advancement plans with the University’s mission, vision and long-term plan.
5. Recruit, select, equip, assign, develop and evaluate the Advancement Office staff.
6. Develop and implement a volunteer program, including but not limited to efforts with Corban’s Alumni Board, and with possible Parent Board and Campaign Committee.
7. Develop and implement a comprehensive fund-raising plan consistent with University’s goals and values.
8. Develop and maintain productive relationships with internal and external constituencies for the purpose of raising financial support to advance the mission of Corban University.
9. Manage the President’s portfolio related to donor prospects, assisting in managing appointments and “moves” through the cultivation cycle.
10. Liaison with the Corban Board of Trustees Advancement Committee.
11. The VP will manage his/her own portfolio of donor prospects. Goals for this will be determined by the President.
12. Represent the University in the community; point person for University-community events.
13. Engage in resource planning, the development of budgets, allocation of resources, and management of expenditures within the advancement division.
14. Work closely with the CFO to monitor and consider current financial markets and related economic trends and to maintain knowledge of federal and state laws relative to charitable giving ensuring University compliance as appropriate.
15. Represent the values and interests of all curricular and co-curricular programs across campus and to the broader community.
16. Assist with various duties as directed by the President.

**Qualifications**
**Education:** Bachelor’s degree required, Master’s degree preferred.

**Experience:** Candidates should have 7-10 years of progressively responsible professional work experience in the field of Development and/or Alumni Relations. The successful candidate will have a breadth of knowledge and experience in the Development realm that includes, but is not limited to: Annual Fund (direct mail and phonathon), Major Gifts, Capital Campaigns, Foundations, Planned Giving and Corporate Relations. Candidates should be prepared to provide evidence of personal production in asking and receiving major gifts. Experience and proven record of success in managing a successful Capital Campaign is very desirable. The candidate should also have evidence of experience and/or exposure to the following alumni activities: Chapter Development, Reunion Events and Activities, Young Alumni Programming and Alumni Board Development. At least ten years of leadership/supervisory experience. Candidates will demonstrate an ability to network within the donor community (with individuals, alumni, area businesses and foundations). Work experience in higher education strongly preferred.

**Character:** Candidates must have a personal relationship with Jesus Christ and evidence a mature Christian faith, be in agreement with the University’s statement of faith and employee lifestyle standards, be committed and articulate in the integration of biblical principles within the Advancement profession, and be willing to invest themselves in the success of Corban University.

**Application:** A completed candidate file will include:

1. Completion of Corban Application found at: www.corban.edu/employees/openings/documents/staffApplication.pdf
2. A letter of application expressing the candidate’s interest and qualifications for the position, specifically speaking to the position responsibilities listed in the job announcement;
3. Current resume or curriculum vitae;
4. A statement of Christian testimony and statement of current ministry involvement;
5. A statement of Biblical stewardship and philosophy of giving;
6. List of 5 professional references which include position title, relationship to the candidate, email address and work phone numbers (cell phone numbers also helpful if possible).

Please submit application to resume@timothygroup.com

To request a full job description please contact resume@timothygroup.com