Corban Fund Coordinator
Corban University
Salem, Oregon

Position Description

Application Deadline: August 23

Position Begins: Open

Salary: Commensurate with qualifications and experience

Responsibilities:

Corban Fund Development
1. Build relationships with alumni and friends who embrace the mission of Corban University with a focus on donors who provide foundational support to Corban.
2. Develop strategies to serve these donors and potential donors and invite them to partner with Corban to achieve the annual fundraising goal.
3. Provide communications, invitations and encouragement to significantly increase donations.
4. Set one, two and three year participation and revenue goals for retention and upgrades for gifts, generally between $1 - $1000 annually.
5. Highlight the value of monthly giving and increase monthly donating by threefold over the next three years.
6. Refer potential major donors to the director of development and assist in major donor relationship development.
7. Help build relationships and stewardship with supporting churches.

New Donor Recruitment
1. Build relationship with young alumni, alumni, and friends and personally invite them to begin giving to Corban University.
2. Attend alumni and other events to nurture current relationships and build new ones.
3. Set one, two and three year participation and revenue goals for new monthly, alumni and friend donors.
4. Provide specific communications, invitations and encouragement for potential donors, especially alumni.

Direct Mail Appeals
1. Assist in direct mail
   a. Join others in developing the theme/message for communication.
   b. Write or direct the writing.
   c. Coordinate social media and direct mail messaging.
Donor Stewarding and Retentions
1. Write or delegate the writing of donor thank you letters/receipts.
2. Create other methods of donor appreciation.
3. Retain Corban Fund donors including a plan for LYBUNTS, SYBUNTS and lapsed donors.

Donor Database (Raiser’s Edge)
1. Ensure donor and alumni records are kept current.
2. Provide input on standards and procedure decisions.
3. Provide reporting support for the development assistant and director of development.

Qualifications

Education: Bachelor’s degree preferred

Experience: Candidates should have 3-5 years of work experience in the field of development and/or alumni relations. The successful candidate will have an understanding of best practices and experience in fundraising for an annual fund; experience in higher education an asset. A basic knowledge of major gifts, capital campaigns, foundations and planned giving would be very helpful.

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. Submit a letter of application expressing the candidate’s interest and a brief summary of qualifications for the position, resume and a completed Corban staff application.
2. A statement specifically speaking to qualifications for the position responsibilities listed.
3. A statement of Biblical stewardship and philosophy of giving.

Send information to:
Darrel White
Director of Development
5000 Deer Park Drive SE
Salem, OR 97317-9392
503-589-8186
dwhite@corban.edu

The successful candidate will report to the director of development and join a team of individuals committed to making a difference by participating in God’s transforming work at Corban.