



Corban University

Position Description

Senior Development Officer (SDO)

DEPARTMENT: Advancement
REPORTS TO: Vice President for Strategic Initiatives
FLSA STATUS: Exempt /Full-Time
Revised March 2018

Application process on following page

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: To secure funds for Corban University by managing a group of assigned, qualified donors assuring that as many as possible are retained as continuing donors to the University and are upgraded in their giving and involvement.

ESSENTIAL FUNCTIONS:

- Manage a portfolio of individual, foundation, and planned giving donors and prospects.
- Create individual goals for each person or organization on his or her portfolio based on the donor's history of giving and the University's knowledge of that donor's potential.
- Create a plan for each donor that will serve as a foundational communication and marketing plan for each person on the portfolio. Will faithfully and on a timely basis execute that plan so individuals and organizations in the portfolio are retained and upgraded.
- Work with collaboratively to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with persons on the portfolio to secure gifts.
- Work to build an annual fund program for the university.
- Manage grant-seeking efforts.
- Work to build a planned-giving program.
- Create monthly reports as required by management that accurately reflect activity and performance.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to qualify donors that represent the highest giving potential for the organization.
- Ability to create reasonable financial goals for each donor, which is based on the donor's giving and their potential.
- Ability to create a personal contact and ask plan that takes into account the individual donor's interest, motivations, giving patterns and ask preferences in a timely and cost-effective manner in order to retain and upgrade donors.
- Ability to secure project and organization information and create and write effective offers, proposals and asks.
- Ability to secure information that can be reported to donors to on how their donation was used.
- Knowledge of annual fund programs and best practices in this area.
- Skill in writing grant proposals and managing relationships with foundations.
- Knowledge of the planned giving field and an ability to talk with donors about planned giving.
- Ability to create timely reports that reflect SDO performance.



- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the University.
- Ability to manage people, process, deadlines and budget while adhering to the policies and procedures of Corban University.
- Ability to get along with others while maintaining a positive, constructive attitude during stress and problem solving.
- Ability to protect the mission, goals and values of the University organization.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in related area required and/or equivalent experience/training.
- Five to seven years successful experience in major or planned gift fundraising preferably in higher education.
- Proficiency in the use Microsoft Office Suite products; knowledge of Raiser's Edge or similar donor constituent software.
- Interest in all aspects of education and a dedication to promoting the University's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, trustees, volunteers, and the Advancement office team.
- Demonstrated leadership and ability to successfully manage multi-functional or diverse areas.
- Successful, demonstrated experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and a demonstrated record of completing assignments.
- Must be willing to travel.

WORKING CONDITIONS: : Physical requirements include ability to spend hours listening and talking; working via computer, telephone and other electronic devices; driving frequently to meetings and events; light lifting of equipment and materials, with occasional night or weekend work, long days or overnight travel.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment



Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503-375-7182