

Job Description

Position Title:	Development Director		
Business Unit:	Advancement	Status:	Full-Time Exempt
Reporting to:	University President	Salary Range:	
Background:	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u> Southwestern Adventist University values</p> <ul style="list-style-type: none"> ▪ Integration of a Seventh-day Adventist worldview into daily life ▪ Education that enriches life and promotes achievement ▪ Interaction that affirms faith, integrity, and humanity ▪ Responsibility for ourselves, our neighbors, and our world ▪ Service as ministry for Christ 		
Position:	Reporting to the University President and collaborating with a team, the Director of Development will spearhead development and fund raising efforts for Southwestern Adventist University.		
Responsibilities:	<p><u>Duties & Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Develop and execute Southwestern Adventist University’s annual fundraising plan ▪ Secure financial support from individuals, foundations and corporations ▪ Manage the CRM database, overseeing staff responsible for data entry and gift processing ▪ Maintain a portfolio of major gifts prospects, developing ongoing relationships with major donors ▪ Create and execute a strategy for a sustainable base of annual individual donors ▪ Assist in the research, planning and implementation of the capital campaign ▪ Develop proposals and track reports for all foundation and corporate fundraising ▪ Plan annual fundraising events and solicit sponsorships ▪ Complete the development goals outlined in the Strategic Plan ▪ National and local travel, approximately 3 days out of every month <p>Other Duties and Responsibilities as identified</p>		

<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Qualifications/Requirements</u></p> <ul style="list-style-type: none"> ▪ Demonstrated success in fundraising ▪ Exceptional organizational, written, and verbal communication skills ▪ Proven ability to practice fundraising and development principles according to ethical standards <p><u>Preferred Qualifications/Requirements</u></p> <ul style="list-style-type: none"> ▪ Master’s Degree in relevant field ▪ Certified Fund Raising Executive (CFRE) credentials ▪ Previous experience in higher education institutions ▪ Minimum of five years of experience in development or an equivalent field ▪ Proficiency of Blackbaud Raiser’s Edge ▪ Experience with high value fundraising campaigns ▪ Successfully awarded grant proposals ▪ Examples of major gifts asks (\$25,000+)
<p>Work Conditions & Environment:</p>	<p>Job Conditions: Occasional: Working more than 40 hours/week, Computer use, Fast-paced work, Unscheduled interruptions and speaking, reading, and understanding English.</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	