Senior Development Officer

Newman University Wichita, KS

Description

The Senior Development Officer provides direct support to the development function and activities of Newman University with an emphasis on planning, organizing and executing fundraising efforts. This position will manage a portfolio of prospects capable of financially supporting the University through major gifts and foster a culture of philanthropy to ensure that fund development is executed in keeping with the organizations' core values, vision and mission.

Stewardship Statement:

This position is responsible for cultivating and maintaining the institution's Catholic identity and its mission to empower graduates to transform society. As a member of the Newman community, the staff member will join with the institution's sponsors, the Adorers of the Blood of Christ (ASC Sisters), to witness God's love in Mission to empower others, foster oneness, celebrate life, form right relationships, and walk as compassionate companions. Additionally, this position contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other faiths, cultures, or backgrounds.

Work Performed:

1. Manage a portfolio of prospects capable of supporting Newman University. Actively engage donors using a variety of channels, cultivate those donors to invest in the University, invite them to make a financial commitment and steward their gift properly. The position will be measured by such metrics as donor visits, newly qualified prospects, proposals submitted, dollars raised, etc.
2. Assist in the development, planning, organization, and implementation of annual, major and deferred giving solicitations and campaign development for Newman University.
3. Provide input and assume a leadership role in identifying volunteer leadership for fundraising projects and events, and reunion and affinity groups.
4. Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.

5. Assure that critical schedules and timetables are met, interacting directly with the Advancement Team and internal and external constituents.
6. Assist in planning and organizing all fundraising related meetings and functions.
7. Review and analyze past fundraising efforts, changes in community structures, economic factors, etc. which may affect various fundraising initiatives and provide resource data and progress reports to the appropriate parties.
8. Assist in revenue generation activities for the Newman Fund, including special events such as Party on the Plaza, Giving Day, etc.
9. Assume responsibility for special projects as assigned by the Vice President of Institutional Advancement, including scholarship activities and special events.
10. Performs other job-related duties as assigned.

Requirements

1. Bachelor's degree required, master's preferred.
2. Progressive experience in development.
3. Ability to travel required.
4. Ability to work evenings and weekends.
5. Ability to work in busy office setting and handle frequent interruptions.
6. Strong organizational, interpersonal, and communication skills essential.
7. Ability to handle confidential information in a discreet manner.
8. Must pass a credit check.
9. Must be legally authorized to work in the United States.