

## **POSITION VACANCY**

### **Development Officer**

**Summary of Position:** The Development Officer's primary responsibility is to help Westminster College exceed fundraising goals through the identification, cultivation, solicitation, and stewardship of major donor gifts, focusing on high-level donors who have the capacity for multi-year commitments to fund priorities to support the College's mission. With a portfolio of approximately 125 prospects, the Development Officer will design and develop solicitation strategies, identify gift opportunities that match donor interests, personally solicit and steward donors, and identify prospects and opportunities to cultivate a significant pipeline. The ability to produce excellent written, oral, and digital presentations while possessing a keen ability to tell the story of student need is a strong requirement for this position. Remote work option is available for this position.

**Duties/Responsibilities:**

1. Identify, cultivate, solicit, and steward major gift donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance metrics.
2. Establish and maintain collaborative working relationships with development colleagues, and appropriate board members and/or other constituents to maximize the College's total gift revenue, plan solicitation strategies, and leverage joint solicitation efforts.
3. Solicit or facilitate solicitation meetings with major donor prospects, working closely with the VPIA, College President, other college staff and volunteer leaders and/or board members.
4. Maintain accurate and timely records/contact reports of all interactions with donors utilizing Raiser's Edge NXT software.
5. Responsible for the solicitation and stewardship of planned gifts.
6. Conduct all activities in a manner consistent with the institution's mission, vision, goals, and values and industry standards for fundraising and donor relations.
7. Incumbent will be expected to focus solicitations and proposals on projects and other priorities as identified by the VPIA and the President of the College.
8. Serves as a member of the Institutional Advancement team, attending and assisting with key donor and alumni events and programs.

**Supervisor:** Senior Director of Development

**Education Required:** Bachelor's Degree required

**Experience Required:** 3+ years of experience in direct fundraising work.

**Other Desired Skills/Abilities:**

- Knowledge of development, planned giving, and philanthropy, and the ability to knowledgeably assist prospects in formulating plans, goals, and/or strategies for their philanthropic giving.
- Excellent customer service commitment, and interpersonal skills in working with colleagues and external constituents.
- Excellent written and oral communication abilities.
- Organized and detail-oriented, with the ability to excel in a fast-paced environment.
- Ability to manage multiple tasks, define and set priorities, and problem-solve.
- Proactive, takes initiative, self-motivated.
- Aligns with the College's values and maintains a commitment to fostering a positive office culture.
- Ability to work independently and collaborate and coordinate with others.
- Availability to work outside traditional business hours and to travel locally, regionally and nationally.

- Ability to work with minimal direct supervision, manage several prospects simultaneously, and maintain a high level of confidentiality.
- Excellent skills and experience with Microsoft Word, Excel, and Outlook, working with databases and internet research.
- Experience with Raiser's Edge software a plus; ability to quickly learn and become proficient with this software required.

Interested individuals should send a cover letter, resume, and the names and contact information for three work related references to [iaapply@westminster.edu](mailto:iaapply@westminster.edu) by no later than March 14, 2025.  
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