



Monmouth COLLEGE®

DESCRIPTION, DUTIES & EXPECTATIONS OF POSITION

POSITION TITLE:	ASSOCIATE / DEVELOPMENT OFFICER
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME
DEPARTMENT:	OFFICE OF DEVELOPMENT AND COLLEGE RELATIONS
DEPARTMENT HEAD:	VICE PRESIDENT FOR DEVELOPMENT AND COLLEGE RELATIONS
IMMEDIATE SUPERVISOR:	DIRECTOR OF DEVELOPMENT AND LEGACY GIVING

GENERAL OVERVIEW: The Associate / Development Officer is an integral member of the college's fundraising team. The Associate / Development Officer works with the Director of Development and Legacy Giving and other members of the development team to achieve increased levels of support from alumni, parents, and friends. The Associate / Development Officer will develop a strategy and process to cultivate, solicit, steward, and renew prospective 1853 Society (\$1,000+), major gift (\$10,000+), and deferred gift donors from alumni, parents, and friends of Monmouth College.

PRIMARY & ESSENTIAL DUTIES include but are not limited to:

- Develop and manage an active portfolio of approximately 120-150 prospects. Monitor prospect contacts to ensure positive and purposeful prospect and donor relations.
- Manage and update portfolio data through Datatel software.
- Work successfully under performance metric system.
- Identify and personally visit 10 prospective donors per month minus leave and holiday time (overall visit goal is 120 per year - monthly visits can be adjusted based on schedules).
- Participate in all aspects of the gift cycle: Initiate contacts with potential leadership and major gift donors. Develop appropriate cultivation strategies for them, including working with volunteers. Move potential donors in an appropriate and timely fashion toward solicitation and gift closure. Maintain stewardship contacts with donors.
- Adhere to the highest ethical standards; demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.

(Assoc. / Dev. Officer 11/18/21)

- Work collaboratively with other College Development Officers. Offer prospect strategy counsel to the President, Vice President, and Alumni staff in order to support territory needs.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree is required.
- Demonstrates a background, with a minimum of five years, fundraising experience preferably in higher education or a non-profit setting.
- Demonstrated record of professional achievement, excellent oral and written communication skills, strong presentation and organizational skills, an ability and willingness to travel regularly and extensively are necessary for success in this position and a valid driver's license.
- Ability to work successfully under performance metric system.
- Ability to understand the needs and interests of leadership donors in order to develop relationships between them and the college.
- Interest in all aspects of education and a dedication to promoting the college's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, trustees, volunteers, and the advancement office team.

GENERAL EXPECTATIONS OF POSITION: Regular and predictable attendance on the job is an essential function of the position. Maintain regular work hours as needed to complete assignments as assigned. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

WORK RELATIONSHIPS: Reports to the Director of Development and Legacy Giving and works directly with other members of the Development and College Relations Staff. Expectations are for daily contact with donors and associated persons and frequent contact with staff, faculty, students, other members of the campus community and public.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Position Description may be added to, amended, or deleted at any time by the position supervisor, department head or President.

DISTRIBUTION: One (1) copy of this document will be provided to the employee, immediate supervisor, and department head. An additional copy will be maintained in the employee's personnel file.