



# Monmouth COLLEGE®

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## DESCRIPTION, DUTIES & EXPECTATIONS OF POSITION

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

### **GENERAL OVERVIEW:**

Working in partnership with and supervised by the Assistant Vice President for Development and Legacy Giving, the Development Officer will establish a strategy and process to identify, qualify, cultivate, solicit, steward, major gift, deferred gift, and Monmouth Fund donors of \$10,000 and above from alumni, parents, and friends of Monmouth College.

### **PRIMARY & ESSENTIAL DUTIES:**

- Responsible for soliciting gifts of \$10,000 and higher from alumni and non-alumni friends.
- Manage relationships with approximately 120-150 prospective donors and will be expected to identify, qualify, cultivate, solicit and steward these very important alumni and friends of the College.
- 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.
- Manage and update portfolio data through Datatel software.
- Adhere to the highest ethical standards; demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.
- 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.
- Work successfully under performance metrics system.

- Participate in appropriate professional organizations.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree is required.
- Demonstrated background in annual giving or major gift fundraising preferred. Experience in higher education is ideal.
- 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 is required.
- Ability to work successfully under performance metric system.
- Ability to understand the charitable 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.
- Preferred, extensive knowledge of development practices, donor data processes, and fundraising techniques including current best practices in development.

**GENERAL EXPECTATIONS OF POSITION:** Remote/hybrid work is an option for this position. To be eligible for remote work, the employee must be a resident of the state of Illinois. Regular and predictable attendance, whether remote or in person, is an essential function of the position. On-campus departmental meetings and college wide events would require in person attendance. 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 Assistant Vice President for 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.