Corban University
Position Description

Major Gifts Officer

DEPARTMENT: Advancement, Alumni & Parent Relations
REPORTS TO: Vice President for Advancement
SUPERVISES: N/A
FLSA STATUS: Exempt/Full time
Revised September, 2015

Note: See Application Process at the end of this Position Description

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: This position exists to proactively identify, cultivate and solicit major gifts for Corban University with specific focus on the University’s major funding priorities and other academic endeavors (faculty research, endowed professorships and chairs, Academic Centers, etc.) As a key member of the solicitation team, this person will seek to build long-term relationships with donors and prospects that believe in Corban’s mission and desire to influence culture through investing in the University.

ESSENTIAL FUNCTIONS:

• Build and manage a portfolio of approximately 150+ qualified donors and prospects and actively cultivate and solicit gifts for the Funding Priorities & Corban Fund. This position will focus on Alumni and Parent donors and prospects, but the scope of the work will include non-alumni donors and prospects as well.
• Build a robust network of donors through individuals, corporations and foundations who will support the work of pursuing Corban’s mission.
• Move donors from Initiation to the Ask/Close phase by developing key relationships with individuals, corporations and foundations
• Devote 50 percent of time to funding needs of the Universities priority projects
• Create individual goals for each person on their caseload based on the donor’s history of giving and the University’s knowledge of that donors’ propensity to give.
• Accurately and regularly record all actions and key information in Raiser’s Edge
• Utilize Department resources for the cultivation and solicitation of gifts. These include:
  o Events
  o Print, Electronic, and Media Promotion
  o Research, Queries and Reports (from Raiser’s Edge)
  o Networking and “Third Party” participation
• Collaborate closely with other members of the Advancement team and colleagues across the University in accomplishing Advancement and University initiatives.
• Refer prospective and current donors to the VP for Advancement and the President for relationship building when it is warranted and necessary for attention at their level.
• Engage all Portfolio constituents in solicitation for the ANNUAL Fund as part of Major Donor Cultivation
• Meet regularly with the VP for Advancement for the purpose of reviewing progress toward goals.
• Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:
• Excellent written and verbal communication skills
• Strong organizational skills
• Demonstrated awareness of and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, age, physical limitations, class or religious perspectives.
• Knowledge of computerized donor tracking
• A self-starter who has a strong record of financial integrity and production.

QUALIFICATIONS AND REQUIREMENTS:
• Bachelor’s degree required (advanced degree preferred)
• Minimum of 5+ years of direct major gift solicitation experience.
• Experience in alumni and parent relations preferred.
• Ideal candidate will have a track records in higher education with specific fundraising experience in support of faculty and programs related to research and Christian scholarship.
• Comfortable interacting with the scholarly community.
• Evangelical Christian commitment and lifestyle consistent with the university’s mission as described in our Statement of Faith
• Candidates should value an environment that reflects the diversity of God’s kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Some travel and weekend/evening work related to fundraising required. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private, comprehensive University with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees must have a personal relationship with Jesus Christ, support the statement of faith, evidence a mature Christian life and be an active member in a local church. Corban values and encourages qualified applicants who are diverse in gender, age, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency.

Application process on following page.
To Apply

Interested candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)
- Summary of projects and initiatives

Send or email (preferred) to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316