Corban University
Position Description

Mid-Level Gifts Officer

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

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 mid-level gifts for Corban University with specific focus on the University’s funding priorities and other academic endeavors (Corban Fund, Endowments, Buildings and Facilities, 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:
• To build and manage a portfolio of approximately 250+ qualified donors and prospects and actively cultivate and solicit gifts for the Funding Priorities & Corban Fund.
• 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 75 percent of their time to “doing” fundraising – calling, setting up appointments and meeting with donors and prospects.
• 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.
• Meet regularly with the VP for Advancement for the purpose of reviewing progress toward goals.
• Perform other duties as assigned by Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:
• Excellent written and verbal communication skills
• Strong organizational skills
• Be highly relational and have ability to interact with donors and prospects of all ages.
• Some knowledge of computerized donor tracking
• A self-starter who has a strong record of financial production.

QUALIFICATIONS AND REQUIREMENTS:

• Candidates must possess a Bachelor’s degree (advanced degree preferred).
• Gift solicitation experience preferred
• The ideal candidate will have a track record of fundraising experience.
• Be passionate about people and developing relationships with people interested in helping fulfill Corban’s mission.
• 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.

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