

Director of Development

Reporting to the Chief of Staff, the Director of Development is responsible for the management of the advancement department to include oversight of the areas supporting the fundraising efforts of the institution. This includes leading and organizing the budgeting process, fundraising events, and fundraising appeals. A portion of the director's time will be spent on the identification, cultivation, and solicitation of individual gifts to support Point University's annual fund, major gifts, and other funding needs. Must be able to anticipate project needs, discern work priorities, meet deadlines, provide outstanding customer service, and build lasting relationships with both internal and external stakeholders.

Essential Duties

- Work with the advancement team to identify and support ways to expand fundraising efforts resulting in increased revenue for the University. Monitor and communicate program progress.
- Develop and execute strategy for fundraising with all constituencies throughout organization.
- Work with advancement services to input data into Raiser's Edge (the University's fundraising management system).
- Provide analytical/statistical reports/lists as needed by the advancement team detailing progress.
- Develop a portfolio of prospects with consistent and appropriate communication for engagement purposes.
- Cultivate relationships that result in contributions to the institution.
- Solicit donations to generate gifts to the annual fund, major gifts, planned gifts, and multi-year pledges.
- Coordinate gift officers by providing information and supervision for their daily fundraising responsibilities.
- Manage requests by others in the advancement department as needed.

Requirements

- Bachelor's degree and at least three years of fundraising experience, primarily in higher education or a related field.
- Raiser's Edge experience preferred.

Skills Required:

- Self-starter who can earn the respect and trust of internal and external constituents and work collaboratively with colleagues
- Demonstrates a passion for Christian higher education and fundraising for fulfillment of the mission of the university
- Highly organized and detail-oriented, with ability to work and think independently as well as function in a team environment when required
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Strong customer service ethic and high expectations for quality.