



## JOB DESCRIPTION

**TITLE:** Director, Donor Relations

**COLLEGE/SCHOOL/DEPT:** Advancement and Marketing Office

**DATE PREPARED:** July, 2017

**REPORTS TO:** VP, Advancement and Marketing

**FLSA:** Exempt

### **POSITION SUMMARY:**

The Office of University Advancement and Marketing carries out major fundraising, marketing and communications efforts of the University. Under the general direction of the VP of Advancement and Marketing, this position will develop, implement, and evaluate a comprehensive donor cultivation program in support of strategic initiatives at Heritage University. The Director of Donor Relations should excel in managing relationships as well as providing outstanding customer service, and should be an enthusiastic professional with the highest standards of excellence. This position will require some weekend and evening work, in addition to local, regional, and potentially national travel.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Plans, directs and administers donor cultivation through in-person meetings, phone calls and written correspondence as appropriate to meet revenue goals for strategic university initiatives.
2. Represent Heritage University in the most positive manner with prospective, former and current students, donors, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
3. Uphold the Heritage University Mission.
4. Handle confidential information for donor and student records with tact, discretion and in compliance with FERPA regulations
5. Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

A. **Knowledge:**

- 7-10 years of relevant experience in fundraising.
- Bachelor's degree preferred, but not required.

B. **Skills:**

- Excellent communication skills, including writing, proofreading, and speaking.
- Excellent interpersonal skills both in person and by phone and by email.
- Ability to act independently and exercise sound judgment.
- Attention to detail, able to perform under pressure.
- Experience managing budgets.
- Ability to manage multiple projects and work assignments that requires assistance from a variety of staff and volunteers.
- Ability to motivate and work effectively with groups and individuals.
- Able to maintain confidential information.
- Proficient in MS Office.

**APPLICATION INFORMATION AND DEADLINE** Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application materials to: [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948