



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Development Officer - Alumni</i>	Wkly. Hrs./Weeks:	40/52
		Pay Grade:	Exempt
Department:	Development	Classification	Professional
Reports To:	VP of Development	Effective Date:	11/01/18

SUMMARY
The Development Officer promotes open lines of communication between the university's constituents and the University. This individual is responsible for developing strategic relationships with alumni and friends of the institution that are impactful for the university.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">▪ Represents the mission of the institution to internal and external parties.▪ Solicits gifts from alumni and non-alumni friends of the university.▪ Manages relationships with existing and prospective donors and is expected to identify, qualify, cultivate, solicit and steward alumni and friends of the university.▪ Reports on all prospective donor contacts to ensure positive and purposeful donor relations.▪ Demonstrates a highly energetic, professional work ethic with a track record of building relationships.▪ Promotes events that encourage alumni involvement including preparing promotional materials.▪ Prepares, edits and disseminates regular correspondence to the university's constituent base.▪ Manages details and coordinates staff and volunteer activities for timely execution of events.▪ Exercise confidentiality, good judgment and discernment.▪ Service oriented and able to interface with many people is mandatory.▪ Other duties as assigned.▪ Regular attendance is essential▪ Other duties as assigned

COMPETENCIES
<ul style="list-style-type: none">▪ Knowledge of marketing, public relations and business development methods and techniques.▪ Excellent organizational skills, presentation skills and communication skills (both oral and written).▪ Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.▪ Strong leadership skills with the ability to be persuasive and influential.▪ Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.▪ Ability to maintain a high level of poise and professionalism in all circumstances.▪ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.▪ Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.▪ Meet with a wide range of prospects and donors on a regular schedule.▪ Participate in all aspects of the gift cycle:<ul style="list-style-type: none">○ Initiate contacts with strategic leadership and donors.○ Develop appropriate cultivation strategies in concert with Director of Development.○ Develop relationship with potential donors in an appropriate and timely fashion, coordinating visits to campus, solicitation, and gift opportunities.○ Demonstrate desire to help accomplish the desires of the donor whenever possible.○ Reflect optimistic and positive attitude, and convey confidentiality and sensitivity to needs of the donors.

QUALIFICATIONS

List minimum requirements to be considered for this position:

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Master's degree preferred.
- Experience: 3+ years of successful experience in Development, preferably in higher education, or in a client facing role.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

WORKING CONDITIONS

List general working conditions for this position:

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.