

# Urshan College & Urshan Graduate School of Theology

**Position Title:** Development Officer  
**Supervisor:** Executive Vice President  
**Classification:** Staff; hourly

## **JOB DESCRIPTION**

**Job Summary:** Under the direction of the Executive Vice President performs daily functions related to donor relations, alumni relations and records management.

## **CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES**

**May include any and/or all of the following:**

1. Cultivates and maintains donor relations.
  - a. Prepares and sends monthly newsletter.
  - b. Prepares and sends reminders, receipts, and thank you's.
  - c. Makes follow-up phone calls.
2. Cultivates and maintains alumni relations.
  - a. Prepares and sends semi-annual newsletter.
  - b. Updates and maintains alumni web pages.
3. Prepares and records daily donation deposits. Reconciles monthly with the business office.
4. Applies for eligible grants and external funding.
5. Participates in special projects and other duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Marketing and presentation skills
- Project management skills
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to solicit gifts
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality
- Knowledge of business, budget, and financial processes and practices
- Knowledge of financial guidelines and terminology
- Planning/Organizational skills
- Research and analytical skills
- Proficiency in use of personal computer software and databases
- Ability to analyze and interpret reports, documents, and statistical data
- Ability to function independently, with appropriate initiative, creativity, and attention to detail
- Ability to exercise sound judgment in complex situations

## **MINIMUM QUALIFICATIONS**

**Education and experience equivalent to:**

Bachelor's degree; preference of related experience.