DIRECTOR OF DEVELOPMENT FOR MAJOR GIFTS (FULL-TIME, 12-MONTH ANNUAL)
INSTITUTIONAL ADVANCEMENT
HIRING RANGE: $66,834 TO $70,765 PER YEAR

Applications will be reviewed beginning Monday, December 12, 2011. The position will be open and applications accepted until filled. The anticipated start date for this position is February 1, 2012.

FUNCTION:
Reporting to the Associate Vice President for Institutional Advancement, the Director of Development for Major Gifts is responsible for the identification, cultivation, solicitation and stewardship of major gifts for the University. The position requires a considerable amount of time on the road to develop major and planned gifts. Some focus will also be given to the recruitment of new President’s Club members ($1,000 annually) in specifically assigned regions.

RESPONSIBILITIES AND RELATED DUTIES:
1. Works closely with Associate Vice President and the Coordinator of Donor and Prospect Research to cultivate, secure and steward major gifts in assigned regions.
2. Manages and tracks portfolio of approximately 120 major donors and prospects, with emphasis on the identification and qualification of new major gift prospects.
3. Prepares cultivation strategies for assigned major donors and prospects by identifying strategic initiatives to fit their interest areas.
4. Works closely with Director of Gift Planning to cultivate, secure and steward planned gifts.
5. Works with the Director, Alumni and Parent Relations/Annual Giving and Special Gifts on the recruitment and stewardship of President’s Club members in assigned areas.
6. Writes call reports, gift proposals, donor correspondence and internal communication on a regular basis.
7. Spends a minimum of one week each month on the road researching, identifying and cultivating major gift donors. Cold calling and qualification of new prospective donors will be emphasized.
8. Makes recommendations, plans and staffs the President on visits to assigned regions.
9. Functions as an integral part of the major gifts team and participates in bi-monthly Major Gift Team meetings.
10. Other duties as assigned.

QUALIFICATIONS, SKILLS AND ABILITIES:
1. Bachelor’s degree
2. A minimum of five years of relevant major gift or advancement experience (five years of comparable experience may be considered)
3. Computer proficiency in MS Word, Excel and Outlook, and familiarity with relational databases
4. The availability and willingness to travel extensively
5. Excellent oral and written communication skills (including writing and editing)
6. Strong organizational, analytical and interpersonal skills
7. Considerable personal initiative and motivation required
8. A personal commitment to the Christian faith and to the integration of faith and learning
9. The ability to establish positive relationships with persons regardless of age, race, gender, physical limitation or religious beliefs
10. An active commitment to equal opportunity for all persons
11. A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian Church (USA)
12. Background and credit check required

APPLICATION PROCESS:
Please submit the following application documents:

1. A letter of application that relates your education and experience to the requirements of the position. Please include a sentence confirming your interest in the position at our posted hiring range
2. Your résumé
3. A completed Whitworth online application form (available on our website)
4. A list with the names, addresses, telephone numbers, and email addresses of three employer references
5. A statement describing your personal commitment to the Christian faith

Application documents may be submitted in Word or PDF format to jobs@whitworth.edu or mailed to the following address:

Human Resource Services
Attn: Chair, Director of Development for Major Gifts Search Committee
Whitworth University
300 W Hawthorne Road
Spokane, WA 99251

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.