

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Director of Development      **Department:** University Advancement

Will Smallwood, VPUA      7/21/10  
Prepared by      date      Approved by      date

**Supervision received:** Vice President for University Advancement

**Supervision given:** N/A

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose:

The Director of Development serves as a regional development officer for the University.

### Essential Functions:

- Coordinates resource development efforts in Northeast Oklahoma (specifically the greater Tulsa area), Kansas, Missouri, Arkansas, and/or other assigned areas
- Solicits alumni and friends of the University for financial support
- Responsible for prospecting, contacting, cultivating, soliciting, and securing gifts and pledges from the University's external constituency
- Provides campaign support in the form of directing or assisting in comprehensive campaign phases within region
- Carries out other duties and assignments as directed by the Vice President for University Advancement or his designate

### Qualifications:

#### Knowledge, skills, and abilities:

- Excellent written and verbal communication skills
- Collaborative work habits and ability to establish collegial relationships
- Ability to participate actively in a team environment
- Strong interpersonal relationship and communication skills
- Ability to handle confidential information appropriately

#### Education:

- **Required:** Bachelor's Degree
- **Preferred:** Master's Degree

**Experience:**

- **Required:**
  - Previous work-related experience and/or demonstrated fund-raising ability
  - Demonstrated leadership ability
  - Strong writing and public speaking skills
- **Preferred:**
  - General knowledge of development programs and alumni/development database systems
  - Record of fund-raising and/or sales success

**Equipment:**

- Proficiency in the use of office software and knowledge of microcomputer hardware and applications
- Proven ability with maximizing e-mail and other electronic communication tools

**Physical Requirements:**

- Ability to operate computer and other equipment, answer telephone and direct telephone calls, and communicate effectively with a variety of constituents
- Sufficient mobility and physical stamina to walk about the campus in visiting various offices
- Sufficient ability to travel locally, regionally, and nationally for extended periods of time

**Special Requirements:**

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a Southern Baptist church
- Ability to work flexible hours