

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Director of Development, Regional

Department: University Advancement

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Core Commitments

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *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*

Overview

LOCATION OPTIONAL: OBU Advancement position based in a surrounding area near Oklahoma City, Tulsa, Shawnee, or North Texas. Office location is dependent upon personal preference.

Oklahoma Baptist University is seeking a candidate who will play a significant role in the life-transforming experience for our students, and for those they will serve in our communities, cities, nation, and world. Our students learn how all knowledge connects and how that framework can be informed by a thoughtful Christian worldview.

The Director of Development, Regional for Oklahoma Baptist University serves as a major gifts officer and integral team member in the Office of University Advancement. As a member of the advancement team, the successful candidate will cultivate relationships with alumni, corporations, foundations, and other key constituent prospects to solicit and close five and six-figure and above major gifts for OBU. This position will also work to solicit annual gift contributions while working with university leadership and deans to coordinate funding of special programs and projects. The person fulfilling this role will focus on advancement outreach for an area either in the Tulsa and surrounding community or in southern Oklahoma and northern Texas. Additional prospects related to project or program campaigns may also reside in other territories.

Job Role and Responsibility

- Advance the mission, vision, and goals of the University
- Work closely with the Vice President for Advancement to execute advancement priorities
- Serve as a member of the University advancement team and participate in prospect management and prospect strategy meetings
- Create and maintain a dynamic portfolio of approximately 100 – 120 high net worth individuals and priority corporate prospects
- Cultivate relationships with donors and lead targeted prospecting and outreach, stewardship activities, and community collaboration
- Secure major gifts and perform to or exceed agreed upon established goals

- Assist the Vice President for Advancement and team in developing program funding priorities and related cases for support
- Create and execute fund raising plans that utilize best practices in major giving including identifying, cultivating, soliciting, and stewarding major donors
- In coordination with team members in University Advancement, develop and execute an annual operating plan with accountable monthly and quarterly monetary and activity goals
- Assist with other development projects as needed in cooperation with the University President and other university leaders
- Serve as an exemplary University advocate in the community, with local leaders, alumni organizations, business and corporate partners, and other leaders and key constituents
- Travel extensively to meet with donors and as a representative of the University

Knowledge and Skills Required to be Successful

- Possess a passion for fundraising and alumni engagement
- Able to motivate and support board members, staff, volunteers, and donors to reach targeted annual fundraising goals
- Able to identify and cultivate key relationships with exemplary interpersonal skills
- Able to be held accountable to productivity standards, and solicit significant gifts is essential
- Able to communicate information and ideas in an outstanding manner both in oral and written form and possess excellent public speaking skills
- Able to be a self-starter who requires little supervision to succeed
- Able to establish and maintain effective working relationships with team/volunteers
- Possess exceptional follow-up and time management skills
- Able to be highly organized and focused on accuracy and details with a strong sense of organizational efficiency
- Possess system for prioritizing according to organizational and supervisor priorities with the capacity to be flexible when priorities suddenly change
- Able to handle stressful situations in a fast-paced environment
- Able to work effectively on a team and with many diverse constituencies in a university environment should be evident
- Possess high standards of conduct, integrity, appearance, and attitude
- Possess a strong work ethic, competitive nature, personal integrity, emotional intelligence, a sense of humor, excellent communication and organizational skills, and strategic thinking and planning skills
- Proficient with Microsoft Office and experience with fundraising software and tools
- Able to travel frequently and attend evening or weekend events/meetings occasionally

Qualifications

- Bachelor's Degree
- Bachelor's Degree in marketing, public relations, journalism, or related field preferred
- 3-5 years' experience working effectively with high net worth individuals, couples, and business leaders with a proven track record of soliciting and closing major gifts in the five and/or six figure range in fundraising is preferred
- Track record of leadership and accomplishment with proven fundraising success
- Campaign planning and execution experience in major gift solicitations
- Evidence of successful solicitation of major gifts
- History of quality fundraising performance

- Higher education fundraising experience will be prioritized and highly valued
- Evidence of a commitment to lifelong learning and professional growth is also desired

Special Requirement: Active membership in a local, evangelical Christian church