



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

DEVELOPMENT OFFICER

POSITION REFERENCE NUMBER: 10939-134

GENERAL FUNCTION

Under the direction of the Vice President for Development, the Development Officer is responsible for identifying, cultivating, soliciting and stewarding alumni and friends of Robert Morris University for the purpose of increasing philanthropic support.

The Development Officer will be an energetic and self-motivated colleague who has an understanding of, and passion for, the mission of Robert Morris University and its future.

RESPONSIBILITIES

1. Manages the identification, cultivation, stewardship and solicitation of a portfolio of up to 200 alumni and friend donors and prospects of the University. With a high degree of independent judgement, the Development Officer is expected to conduct a minimum of 12 visits per month requiring extensive travel and attendance at evening and weekend events.
2. Serves as Robert Morris University's primary contact with alumni and friends to strengthen relationships with current and past donors and encourage non-donors to provide financial support.
3. Is the primary liaison for Institutional Advancement to the School of Communications & Information Systems.
4. Participates in all aspects of the gift cycle:
 - a. Initiates contacts with potential leadership and major gift (\$10,000 or more) donors.
 - b. Develops appropriate cultivation strategies.
 - c. Moves potential donors in an appropriate and timely fashion toward solicitation and closure.
 - d. Makes solicitations when appropriate and involve other members of the University community in order to maximize philanthropic opportunities.
 - e. Maintains stewardship contacts with donors.
5. Is responsible for an additional portfolio of donors at all giving levels from the previous fiscal year or who have a high annual giving likelihood score. Development Officers will have annual goals for renewal, acquisition, and alumni participation of this portfolio.
6. Will assist the annual giving team with calling at the calendar and fiscal year end, along with assisting with other small solicitations.
7. Works collaboratively with and in support of volunteers, advancement staff, and other University representatives to cultivate and solicit donors for University-wide priorities.
8. Monitors all prospect contacts to ensure positive and purposeful prospect and donor relations and maintains information in the database.
9. Attends University campaign related events, alumni events, awareness events, and other appropriate University sponsored events for the purpose of engaging alumni and prospective donors as part of the identification and cultivation process.
10. This position will drive on behalf of the University.



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11. Performs any and all relevant duties of the position.

MINIMUM QUALIFICATIONS

1. Bachelor's degree required.
2. A minimum of 3 years of demonstrated leadership in advancement, preferably in higher education, including development/fundraising, alumni affairs and/or other related areas.
3. Valid PA Driver's License.
4. Ability to travel to off-site or out-of-town meetings requiring extensive travel and attendance at evening and weekend events.
5. Experience with database programs (i.e. Raiser's Edge) essential.
6. Excellent listening, verbal and written skills. Ability to present positive, energetic image to diverse internal and external constituents and other publics.
7. Outstanding management, planning and organizational skills to work collaboratively in a team and results-based environment; ability to self-manage time, priorities and projects. Results-oriented.
8. Warm, professional interpersonal skills with the ability to work effectively with a range of staff, faculty, volunteers, alumni, current and prospective donors and the general public.
9. A positive, achievement-oriented attitude and proactive work ethic.
10. The ability to maintain the highest level of discretion and confidentiality with sensitive donor giving information.
11. Ability to handle multiple tasks in a fast-paced environment.
12. An understanding of the University's priorities and objectives and the ability to identify external opportunities or threats affecting them.

OTHER INFORMATION

Exemption Status: Exemption

Post Date: August 11, 2017

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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