**Director of Development and Alumni Engagement**

Summary

The job of Director of Development and Alumni Engagement is an administrative and fundraising position. This position manages the day-to-day operations of all fundraising initiatives of the University, including donor research and identification, cultivation, solicitation, and maintenance/stewardship elements of the University’s fundraising cycle(s).

The Director of Development and Alumni Engagement’s primary leadership function and performance indicator is successful attainment of the Ozarks Annual Fund goal each year, and a corollary function is operational support of other major campaign initiatives of the University. The Director of Development and Alumni Engagement also oversees alumni engagement and alumni programming. The Director of Development and Alumni Engagement directly supervises Associate Director of Annual Giving and Student Call Programs, Office Manager for Advancement, Advancement Services Manager, Director of Lead Gifts and Church Relations, Associate Director of Major Gifts and Associate Director of Alumni Engagement.

rESPONSIBILITIES AND QUALIFICATIONS

* Develop annual goals for fund raising staff and evaluate goal attainment.
* Develop an annual calendar of communication pieces, i.e. social media, print, email, development events, fund raising appeals, utilizing various methods, for the purpose of soliciting groups and individuals; preparing appeal material for all purposes.
* Evaluate all appeals and strategies for appeals (structure for segmentation) to insure that goals and objectives are met.
* Formulate and evaluate systems for record keeping and donor intent and recognition.
* Develop fund and endowment agreements and practices that reflect the intent of donors and maintain the integrity of the University’s business model.
* In concert with the Vice President of Advancement and Alumni Engagement, oversee and facilitate the annual schedule of Alumni Association meetings, board meetings and committee meetings that will support the work of the Association; oversee the development of and maintenance of, agendas and other materials needed for these meetings in a timely and efficient manner; ensure materials are disseminated in an appropriate and efficient manner.
* Ensure current and permanent records are maintained for the Alumni Association Board of Directors, and ensure such records reflect the work of the Association and the Board.
* Provide oversight, to include leadership and management, of alumni engagement and programming, including parent relations, young alumni programming, regional alumni events, senior class events, athletic alumni events, Homecoming, and other alumni programming as it arises.
* Provide leadership and direction to development team members including training, supervision, mentoring, evaluating, and managing.
* Collaborate, communicate and work effectively with staff, administrators, faculty, students, donors and prospects.
* Develop annual professional goals stated in operational and measurable form; stated with specificity in respect to magnitude, time, responsibility and overall productivity.
* Maintain an appropriate work climate that will encourage and foster the achievement of individual goals for staff members and departmental goals.
* Possess personal work habits that include judgment, initiative, organization and time management, communication, reliability, positive work relations with others, knowledge of University policies and procedures; adaptability and flexibility and attendance.
* Perform other duties as assigned.

Skills and abilities

* Experience working with Raiser’s Edge, Microsoft Office Word Pro, Excel and Power point and managing an Annual Fund.
* Excellent organizational ability, high level of accuracy, attention to detail.
* Effective communication skills, written and verbal.
* Able to prioritize and manage multiple tasks simultaneously with minimal supervision.
* Discretion and an ability to interact with high-level donors and the ability to maintain a high level of confidentiality.
* Experience in overseeing/conducting annual giving programs.
* Knowledge of cultivation, solicitation and stewardship strategies/ techniques related to fundraising.

Qualifications

* Bachelor’s degree required, master’s preferred.
* Seven years of successful experience in higher education or nonprofit fundraising with focus on individual major gifts.
* Demonstrated success with major gift fundraising; experience in building and maintaining relationships based on trust and respect.
* Prefer experience working with capital campaigns.
* A valid driver’s license is required.
* A high level of sophistication and maturity in social and professional settings.
* Enjoy working with college students.
* Travel is required, as is evening and weekend work as necessary.

***University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.***

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three professional references:

• E-Mail, with MS-Word or pdf attachments (for applicants): HumanResources@ozarks.edu

• Mail: University of the Ozarks

Director of Human Resources

415 N. College Ave.

Clarksville, AR 72830

Applications received by February 21, 2020 will be given full consideration.

Preferable start date: As soon as possible

About University of the Ozarks

Ranked in the top ten of southern region comprehensive baccalaureate institutions by U. S. News & World Report, the University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The university serves a diverse group of approximately 850 students from the United States and abroad on a beautiful campus in Clarksville, Arkansas, located along I-40 approximately 90 miles northwest of Little Rock, nestled between the Arkansas River and the Ozark Mountains. Recent major gifts have enhanced the academic program and other campus initiatives. For more information about the University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu).