**Director of Donor Advising**

Grand View University aspires to serve a diverse community of learners- students, faculty, and staff- in an inclusive and equitable environment with the goal of empowering all to achieve their fullest potential.  Our objective is to sustain a campus environment that is free from the power imbalances and institutional biases that contribute to systems of oppression, while preparing our students to stand against those inequities when they leave Grand View.

Grand View University is dedicated to the goal of an inclusive campus where people of diverse identities feel welcomed and empowered to shape our culture and processes.  At Grand View University we view diversity through the collective or group and we welcome and affirm the thoughts and experiences each distinct member brings to our community of learners.

To learn more about Grand View’s commitment to diversity, and to read our entire Diversity Statement, click on this link:  https://www.grandview.edu/about/diversity

**General Purpose of Job:**

The Director of Donor Advising works collaboratively with the Vice President for Advancement and the President to secure major and planned gifts to the University from alumni and friends.

**Essential Functions of Job:**

1. Manage relationships with approximately 150-200 prospective donors and will be expected to identify, qualify, cultivate, solicit and steward these very important alumni and friends of the University.
2. Participate in all aspects of the gift cycle:
* Initiate contacts with potential planned gift, leadership and major gift donors
* Develop appropriate cultivation strategies for them, including working with volunteers
* Move potential donors in an appropriate and timely fashion toward solicitation and closure
* Make solicitations when appropriate
* Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors

3.  Work collaboratively with University Advancement Team members. Offer prospect strategy to the President, Vice President and Advancement staff who are managing other prospects.

4.  Solicit assigned prospects and other potential prospects for annual, campaign and estate gifts.

5.  Train and manage volunteers to help with gift solicitation

6.  Maintain contact and cultivate relationships with past and present donors

7.  Analyze fund raising activities to determine areas for improvement

8.  Keep informed about laws and tax changes that may affect gift giving

9.  Write and edit proposals and reports

**Qualifications and Requirements:**

1. Bachelor’s degree required.
2. At least seven years of fundraising or related experience.
3. Leadership qualities including problem-solving abilities, collaboration, and friendly, courteous, professional behavior required.
4. Excellent interpersonal and communication skills including the ability to express oneself effectively, both orally and in writing required.

**Working Conditions:**

1.  Requires lifting of up to 30 pounds.

2.  Requires some evening and weekend hours for targeted events.

3.  Monthly travel

All applicants must apply through our online application system: http://grandview.hrmdirect.com/employment/job-opening.php?req=1698542&&&nohd#job

Grand View University is an equal opportunity employer. The University has a strong commitment to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates, including women, members of minority groups, and people with disabilities.

A pre-employment background check is required.