



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Development Officer</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	Development	W/C Classification	8868 – Administration/Faculty
Reports To:	Director	Compensation	\$70,000/year

SUMMARY
Advance the mission and vision of The Master’s University by providing external representation to donor constituency and internal implementation of resources.

ESSENTIAL JOB FUNCTIONS
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<ul style="list-style-type: none"> ● KRA #1 - Scholarship Coordination <ul style="list-style-type: none"> ○ Coordinate the scholarship program, including tracking, awarding, and communicating with recipients and donors. ● KRA #2 – Corporate Sponsorship <ul style="list-style-type: none"> ○ Manage corporate sponsorships for athletic events, including prospecting, securing agreements, and executing sponsorship contracts. ○ Plan and execute development initiatives in conjunction with athletic events, ensuring coordination with the family of ministries. ○ Mustang Athletic Club development efforts, fostering alumni/donor engagement, representing the program to key stakeholders. ○ Find areas of strategic overlap for athletic alumni placement. ● KRA #3 – Fundraising coordination (annual fund and athletics) <ul style="list-style-type: none"> ○ Weekly annual fund activities – ensure all donors are acknowledged in a timely and appropriate manner. ○ Steward a portfolio of donors. ○ Revive the Mustang Athletic Fund. ○ Collaborate with athletic programs to coordinate and implement strategic fundraising efforts, including campaign planning and donor stewardship. ○ Maintain and strengthen relationships with donors, sponsors, alumni, and other stakeholders to enhance support for athletic programs. ○ Develop and execute fundraising events, marketing strategies, and communication plans to achieve revenue goals for athletics. ● Participate in all aspects of the gift cycle: <ul style="list-style-type: none"> ○ Initiate contacts with strategic leadership and donors. ○ Develop appropriate cultivation strategies in concert with the Director of Development. ○ Develop relationships with potential donors in an appropriate and timely fashion, coordinating visits to campus, solicitation, and gift opportunities. ○ Demonstrate desire to help accomplish the desires of the donor whenever possible.

- Reflect optimistic and positive attitude and convey confidentiality and sensitivity to the needs of the donors.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Knowledge of marketing, public relations and business development methods and techniques.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills with the ability to be persuasive and influential.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Meet with a wide range of prospects and donors on a regular schedule.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree preferred.
- At least three years' experience in development department for an educational institution preferred.
- Proficient in Microsoft Office Suite or similar software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some travel with overnight stay is expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.