

Warren Wilson College
Position Description

POSITION: Director of Development and Faith Relations

DEPARTMENT: Advancement

REPORTS TO: V.P. for Advancement

FLSA STATUS: Exempt

POSITION SUMMARY:

The Director of Development and Faith Relations (DDFR) combines the tasks of development director and community relations director, focusing primarily on donor cultivation and stewardship with faith-based individuals, communities and foundations as well as with general major gift prospects in coordination with other development officers.

Primary Development responsibilities include major gift fundraising and playing an integral role in the College's successful completion of fundraising goals through major gifts and the identification, cultivation and solicitation of prospects with current gift capacities of \$25,000 or greater.

Primary Community Relations responsibilities include planning and implementing a strategic program that increases awareness of and engagement with the College by faith-based constituents through outreach, staff support, leadership, partnerships and events. The DDFR also serves as staff liaison to the Church and Interfaith Relations Council.

SPECIFIC DEVELOPMENT RESPONSIBILITIES:

- Actively manages the College's philanthropic relationship with potential major donors.
- Expects to complete an average of 10 monthly visits with prospects and donors.
- Plans and coordinates events related to the cultivation or stewardship of prospects.
- In consultation with the Vice President for Advancement, this Director of Development will work on: gift strategy, proposal development, prospect/donor visitation, and related follow-up.
- Prepares research profiles and briefings for visits with the Director of Advancement Services—including visits by the President of the College, Vice President for Advancement, Trustees or other volunteers.
- Creates travel reports, timely visit reports, and contact reports on prospect relationships.
- Coordinates and shares information on contacts with colleagues in the office or elsewhere on campus as appropriate.

- Prepares regular reports to the Vice President on activities and goals met.
- Assists colleagues in Advancement Office in the preparation and coordination of major events (reunion, Homecoming and Family Weekend, etc.)

SPECIFIC FAITH RELATIONS RESPONSIBILITIES

- Increases awareness of the College within national, regional and local faith communities and organizations through outreach, communication and on and off campus events and activities.
- Creates and maintains mutually supportive relationship between the College and the Presbyterian Church (USA) through engaging member congregations, presbyteries, individuals and foundations.
- Maintains covenant agreements with partner Presbyteries (Western North Carolina, Salem, Charlotte, and New Hope) and the Synod of the Mid Atlantic.
- Serves as staff liaison to the Church and Interfaith Relations Council.
- Assists grant writer in identifying and preparing grants to faith-oriented foundations and donors.

OTHER RESPONSIBILITIES

- Serves as Advancement liaison to the Environmental Leadership Center and Service Learning Office, keeping all abreast of each others' activities and finding opportunities for effective collaboration in the mission of each.

QUALIFICATIONS

- Working knowledge of various faith traditions and an understanding of how to communicate with sensitivity and respect for all.
- Ability to speak publicly and address groups in promotion of College and its faith relationships.
- Superior communications skills, both orally and in writing.
- Personable and approachable and ability to diplomatically articulate the College's highest priorities.
- Exemplary interpersonal skills and genuine appreciation of working with diverse audiences.
- Outstanding organizational skills.
- Willingness and ability to travel as required.
- Professional demeanor, good judgment and the ability to work independently, but collaboratively, in goal-oriented team environment.
- Bachelor's degree required.
- At least five years of fund-raising or related experience desired.