Position: Regional Director of Development  
Full Time, 12 Months  

Reports To: Vice President for Advancement and External Relations  

Job Summary:  
This individual will work collaboratively within the Advancement Office to effectively manage a portfolio of between 150-200 qualified major gift prospects. The individual will be expected to effectively communicate primarily with individual donors capable of aligning financial resources with the mission of Houghton College by identifying, qualifying, cultivating, soliciting, and stewarding them toward greater levels of giving.  

Responsibilities and Duties:  
1. Identify, qualify, cultivate, solicit, and steward major outright and corporate/foundation gifts by aligning the college’s mission, vision, and fundraising priorities with prospective donors’ interests.  
2. Manage a portfolio of 150-200 donors/donor prospects by developing and nurturing meaningful relationships; create and present written cultivation and solicitation strategies and proposals; and purposefully guide them toward major annual and planned gifts.  
3. Meet explicit performance objectives including 12 to 15 face-to-face visits with assigned prospects as well as significant, monthly personal communications, such as phone calls, emails, letters, etc.  
4. Travel extensively and consistently in the fulfillment of these duties given the location of the college and the geographic diversity and distribution of its alumni, donors, prospects, and volunteers.  
5. Coordinate cultivation activities and solicitations with other Houghton College representatives, including members of the Advancement team and President, as well as alumni/church relations colleagues, key faculty, and volunteers.  
6. Ensure appropriate stewardship reports are prepared, and activities conducted, for major gift donors.  
7. Provide timely, written reports regarding the outcome of cultivation and solicitation actions in the form of contact reports, stage updates, and strategy statement updates and revisions on Raiser’s Edge.  
8. Participate in the prospect tracking and management process in alignment with established procedures and protocols through reporting on results, calendar plans, documentation of strategies, and participation in prospect-focused meetings.  
9. Develop succinct but strategic briefing materials in support of the work of college leaders and partners in cultivation, solicitation, and stewardship efforts associated with prospects and donors.  
10. Perform other duties as assigned by the Vice President for Advancement.  

Requirements:  
1. Houghton College  
   • Demonstrate knowledge of college mission, vision, and strategic objectives as a context for all outreach to external constituencies.  
   • Demonstrate knowledge of structure, policies, and procedures.  
   • Actively participate in divisional and cross-divisional teams.  
2. Customer/Client Base  
   • Working understanding of external client/stakeholder base.  
   • Appreciation for stakeholder expectations, desires, and needs.  
   • Ability to adapt cultivation, solicitation, recognition and stewardship programs for appropriate groups and key individuals.  
   • Ability to position and close personal solicitations of gifts $25,000 and higher.
3. Fundraising Knowledge
   • Appreciation for the fundraising cycle: identification, qualification, cultivation, solicitation, acknowledgement, recognition and stewardship.
   • Active involvement in development processes including donor/prospect tracking and management as documented on the Raiser’s Edge database.
   • General understanding of the range of charitable/planned giving vehicles including their benefits to the donor and to the college.

4. Volunteer and Internal Partner Development
   • Knowledge of volunteer and internal partner identification and recruitment techniques.

Educational/Experience Requirements:

1. Three years minimum direct fundraising experience in a non-profit organization (preferably higher education) or equivalent customer or client acquisition experience.
2. Strong communication skills: written, oral and listening. Grant writing experience is desirable.
3. A willingness to travel extensively on behalf of Houghton College.
4. Personal characteristics associated with successful development professionals, including a vigorous work ethic, sound judgment, impeccable integrity, demonstrated initiative, appropriate professional appearance, and attitude and personality to work effectively with colleagues, Houghton College faculty and staff members, volunteers, and constituents.
5. Strong planning and organizational skills, including ability to manage multiple relationships to the point of and through solicitation.
6. Affinity with the overall mission of Houghton College
7. Familiarity with or willingness to learn basic planned giving instruments.
8. Bachelor’s degree or higher.

To apply please submit a cover letter, resume, three references, and statement of Christian commitment to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu

(Application materials preferred via email.)