Job Opening

Position: Regional Director of Development
Full time, 12 months

Reports to: Vice President for Advancement and External Engagement

Overview
The Regional Director of Development position is primarily focused on developing and cultivating meaningful relationships with alumni and other prospective donors to help achieve the fundraising and engagement goals of Houghton College in order to support the mission and create long term sustainability for our educational community.

Essential Functions:

- Manages a portfolio of 150-200 donors/donor prospects by developing and cultivating meaningful relationships, creating and presenting written gift proposals, and purposefully guiding them toward major annual and legacy gifts
- Identify, qualify, cultivate, solicit, and steward major outright and corporate/foundation gifts by aligning the college’s mission, vision, campaign, and fundraising priorities with prospective donors’ interests
- Meet explicit performance objectives including 180 annual face-to-face visits with assigned prospects as well as significant and consistent personal communications such as phone calls, emails, letters, etc.
- 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 and donors
- Coordinate cultivation and solicitations strategies with other Houghton representatives, including members of the Advancement team and President, as well as alumni engagement colleagues, key faculty, and volunteers
- 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.
- 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
- Develop succinct but strategic briefing materials to support partners in cultivation, solicitation, and stewardship efforts

Success Profile:

- Expert ability to communicate verbally and in writing and to articulate themes and issues associated with liberal arts institution in clear, persuasive manner
- Ability to cultivate, close, administer and steward complex major gifts
- Ability to relate to a wide variety of personalities across generations
- Ability to listen to donors’ passions and interests, then align these with the mission, strategic plans, and identified campaign/fundraising priorities
- A deep care for the thriving of all areas of the college and demonstrate high commitment to the vision and mission
Statement of Requirements:

- Personal Christian faith that is reflected in one’s professional and personal life
- Willing to travel
- Expert ability to handle sensitive information in confidential manner
- Minimum of bachelor’s degree required

Houghton College is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.

Application Procedure:
To apply please submit the following materials via email to: jobs@houghton.edu

(1) Cover Letter
(2) Resume
(3) 3 References
(4) Answers to the following questions:
   Please review Houghton College’s Community Covenant and Doctrinal Statement available here:
   
   http://www.houghton.edu/community-covenant/
   http://www.houghton.edu/spiritual-life/doctrinal-statement/

1. Please provide a brief description of your faith journey, including the nature of your current participation in a local church or fellowship.
2. What motivates you to seek employment with an institution that strives to work together in the manner described in the community covenant?
3. Do you have any questions or concerns regarding either the doctrinal statement or community covenant?