



Director of Advancement Communication Office of Advancement

Full time, 12 months

Anticipated hiring range \$58,000-\$62,000

Reports to: Executive Director of Advancement Services and Operations and Vice President for Advancement and External Engagement

Statement of Mission and Mission Impact:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The Director of Advancement Communication actively and effectively engages alumni, parents, and friends of Houghton University through written and interpersonal communications with a specific focus on authoring and editing Advancement-related communications, including grant proposals

Essential Functions:

- Create, maintain, and oversee all Advancement-related communications, including on-line presence (web pages and social media) and content development for newsletters, solicitations, promotional materials, and donor stewardship piece
- Develop white papers and cases for support for priority projects, including campaign efforts
- Steward and engage a limited portfolio of donors who are typically giving between \$1,000 and \$5,000 annually in order to invite them into increased engagement and financial support
- Oversee the entire granting process, including prospect research, identification and cultivation, proposal development and submission, grant reporting, and other stewardship activities
- Work collaboratively with the Vice President for Advancement and External Engagement on special projects and other duties as assigned.

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Must be a self-starter, team player, meet firm deadlines, handle multiple projects simultaneously and thrive in a fast-paced environment
- Must demonstrate clear, concise, and catalytic written and verbal communication skills
- Must demonstrate the capacity for creative problem solving, qualitative and quantitative analysis, and relationship development skills
- Must make data driven decisions both independently and in collaboration with the Advancement team
- Must demonstrate the ability to be an effective convener of cross-campus and external partners, and be highly responsive to collaborative endeavors
- Must embody a deep concern for the thriving of all areas of Houghton University, demonstrate high commitment to its vision and mission, and be verbally supportive of both longstanding tradition and innovation

Minimum Qualifications:

- Possess a personal Christian faith that is reflected in one's professional and personal life with a sincere respect for and an agreement to live in harmony with the doctrines and positions of The Wesleyan Church, A Vision for our Common Life, and Behavioral Expectations of the University.
- Demonstrated commitment to accuracy and quality of work with professional positions of increased responsibility
- Three to five years of experience in fundraising, grant writing, and/or related field
- Minimum of Bachelor's degree required

Houghton University is a Christ-centered, liberal art and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

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 the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.