

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### Senior Director of Development

**Department:** University Advancement

#### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

#### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- Demonstrate commitment to the essentials of the Christian faith.
- Commit to the mission and vision of Oklahoma Baptist University.
- Maintain active membership in a local evangelical Christian church.
- Treat people with dignity and respect.
- Build relationships on honesty, integrity, and trust.
- Strive for excellence through teamwork, leadership, and a strong work ethic.
- Manage human and financial resources wisely and efficiently.

#### **Purpose**

**LOCATION OPTIONAL:** OBU Advancement position based in a surrounding area near Oklahoma City, Tulsa, or Shawnee. Office location is dependent upon personal preference.

Oklahoma Baptist University is seeking a candidate who will play a significant role in the life-transforming experience for our students, and for those they will serve in our communities, cities, nation, and world. Our students learn how all knowledge connects and how that framework can be informed by a thoughtful Christian worldview.

The Senior Director of Development for Oklahoma Baptist University serves as a major gifts officer and integral team member in the Office of University Advancement. As a member of the advancement team, the successful candidate will cultivate relationships with alumni, corporations, foundations, and other key constituent prospects to solicit and close five and six-figure and above major gifts for OBU. This position will also work to solicit annual gift contributions while working with university leadership and faculty members to coordinate funding of special programs and projects. The person fulfilling this role will focus on advancement outreach for the regions including Tulsa and Shawnee. Additional prospects related to project or program campaigns will reside in other geographic regions. Donor cultivation, targeted prospecting and outreach, stewardship activities, and community collaboration will be important components to success.

The individual must have a passion for fundraising and alumni engagement. He/she must be able to motivate and support board members, staff, volunteers, and donors to reach targeted annual fundraising goals. The ability to identify and cultivate key relationships, be held accountable to productivity standards, and solicit significant gifts is essential. This position reports to the Vice President for University Advancement.

#### **Job Role and Responsibility**

- Advance the mission, vision, and goals of the University
- Work closely with the Vice President for Advancement to execute advancement priorities
- Serve as a member of the University advancement team and participate in prospect management and prospect strategy meetings

- Create and maintain a dynamic portfolio of approximately 125-150 high net worth individuals and priority corporate prospects
- Secure major gifts and perform to or exceed agreed upon established goals
- Assist the Vice President for Advancement and team in developing program funding priorities and related cases for support
- Create and execute fund raising plans that utilize best practices in major giving including identifying, cultivating, soliciting, and stewarding major donors
- In coordination with team members in University Advancement, develop and execute an annual operating plan with accountable monthly and quarterly monetary and activity goals
- Assist with other development projects as needed in cooperation with the University President and other university leaders
- Serve as an exemplary University advocate in the community, with local leaders, alumni organizations, business and corporate partners, and other leaders and key constituents
- Travel is required: The Senior Director of Development must be willing to travel extensively in his or her work with donors and as a representative of the University. This position will also require you to spend time on the OBU campus as needed for meetings and interaction with university colleagues.

### **Knowledge and Skills Required**

- Ability to communicate information and ideas in an outstanding manner both in oral and written form and possess excellent public speaking skills
- Self-starter who requires little supervision to succeed
- Track record of leadership and accomplishment with proven fundraising success
- Campaign planning and execution experience in major gift solicitations
- Evidence of successful solicitation of major gifts
- History of quality fundraising performance
- Able to establish and maintain effective working relationships with team/volunteers
- Must have exceptional follow-up and time management skills
- Detail oriented and flexible with job duties
- Strong organizational and leadership capabilities
- Exemplary interpersonal skills working with volunteers and donors
- Able to handle stressful situations in a fast-paced environment
- Possess high standards of conduct, integrity, appearance, and attitude
- Proficient with Microsoft Office and experience with fundraising software and tools
- Able to travel frequently and attend evening or weekend events/meetings occasionally

### **Qualifications, Experience and Education**

- **Required:** Bachelor's Degree
- **Preferred:** Bachelor's Degree in Marketing, Public Relations, Journalism, or related field

Five plus years of experience displaying the capability of working effectively with high-net-worth individuals, couples, and business leaders with a proven track record of soliciting and closing major gifts in the five and/or six figure range in fundraising is preferred. Higher education fundraising experience will be prioritized and highly valued.

Additionally, the ability to work effectively on a team and with many diverse constituencies in a university environment should be evident. Other important characteristics include a strong work ethic, competitive nature, personal integrity, emotional intelligence, a sense of humor, excellent communication and organizational skills, strategic thinking and planning skills, and a commitment to the mission and values of Oklahoma Baptist University. Evidence of a commitment to lifelong learning and professional growth is also desired.

**Special Requirements:**

- Willingness and ability to travel in the Oklahoma City metro area, across the state, and across North America as well as evening and weekend responsibilities.
- Commitment to the vision and mission of Oklahoma Baptist University.
- Active member in a local Evangelical Christian church.

\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.

\*\*Please apply using the link for “Administrative Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html>.