



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Executive Director of Development for Individual Giving

Job Class: Administrative

Department: Development, Institutional Advancement

Reports to: Vice President, Institutional Advancement

FLSA status: Full-time/Exempt/12-months per year

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: The Executive Director of Development for Individual Giving is responsible for the development and execution of plans and strategies for an enhanced individual giving program, to include alumni, friends, faculty and staff, and other individuals. In close collaboration with the Executive Director of Development for Organizational and Special Giving, and the Executive Director of Annual Giving and Advancement Services, and the Campaign director, helps to lead the execution of the overall fundraising plan for the institution, in cooperation with the Vice President of Institutional Advancement, and for building and strengthening core fundraising activities. In this capacity, the Executive Director of Development for Individual Giving will engage key stakeholders across campus and beyond in efforts to secure transformational gifts in support of initiatives deemed of highest priority for the University as outlined in the strategic plan, campaign plans and as decided upon by senior leadership. Reporting to the Vice President, the incumbent is responsible for building a culture of philanthropy, including the establishment and implementation of all aspects of development strategy, procedures, and goals for relationships key to individual giving.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- As an Executive member of Institutional Advancement, assist in efforts to enhance the University's image

and visibility; communicate a strong and consistent message about the University to its constituencies; strengthen internal and external partnerships to benefit Otterbein and participate in the overall leadership of the University's comprehensive campaign.

- Supervise and lead assigned staff to include major gift officers and development associate in the operation of a robust and successful leadership and planned giving program
- Support President's and Vice President's relationship with the Board of Trustees and key individual donors, provide suggestions for board service at all levels at the University.
- Actively manage a portfolio of 120-150 principal and major individual gift prospects through identification, qualification, cultivation, solicitation and stewardship cycles; set example of frontline fundraising success for advancement team; monitor and report on progress of donor-related activities and gift solicitations. Proactively seek opportunities personally to generate new proposals based on donor interests and institutional priorities. Solicit major gifts of \$25,000 or more with an emphasis on gifts at the six- and seven-figure range designated for endowment, capital or program needs. Write proposals for solicitation of own prospects and provide assistance in the preparation of other proposals.
- Provide leadership for giving opportunities for key reunion classes (e.g., 50th reunion).
- Travel to visit prospects, sometimes in tandem with Vice President or senior leadership; work proactively to bring prospects to campus for substantive visits and engagements.
- Work closely with senior colleagues across the campus to set donor strategy with a focus on securing major gifts, currently set at \$25,000, with an emphasis on gifts of \$100,000 or more. Lead principal and major gift strategy sessions on a regular basis; conduct prospect identification, qualification and rating process; assess major gift prospect pool, including prospect management tracking procedures. Oversee the direction of the planned giving program and staff, including the promotion of planned giving vehicles throughout the development team and Institutional Advancement.
- Build effective working relationships with staff members in key campus offices such as Admissions/Enrollment, Academic Affairs, MBA Program, STEAM Innovation Center, Business Office and Student Affairs. Engage representatives of those offices in development activities as appropriate. In conjunction with the Vice President for Institutional Advancement, staff the president, the provost, deans, and other key institutional representatives in their contact with principal and major gift donors and potential donors, especially related to individual relationships.
- Develop knowledge of and articulate university mission, academic programs, research, and fundraising objectives to prospects and donors; ensure that development team is knowledgeable about fundraising priorities, ways of giving, donor development process and management of volunteers where appropriate.
- Offer creative solutions to development team and colleagues for complex solicitations; provide advice on strategies, including deferred giving.
- Collaborate in the preparation of funding proposals, talking points and scripts, assessments of potential support, briefings for senior leadership and trustees, and review of donor relations and stewardship reports, with a focus on assigned prospects; document all substantive prospect contacts in the database.
- Assess and strengthen the components of an advancement operation and effectively allocate the assigned budget and other resources within it; develop a highly functioning, analytical and service-oriented staff.
- Perform other duties as assigned by the Vice President for Institutional Advancement.

SUPERVISORY RESPONSIBILITIES:

The Executive Director will assess operations, programs, and staffing across the office, and will identify and leverage opportunities to streamline processes and optimize overall efficiency, productivity, and collaboration and cooperation among staff members. The Executive Director will supervise and mentor assigned professional and administrative staff across all functional areas, will set clear and achievable goals, and implement best practices and accountability measures to motivate staff. The Executive Director will set expectations for the overall office and individual staff and promote excellence through well-defined and measurable goals.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Executive Director (ED) will have at least 8 years or more of experience in the advancement field within higher education and with a proven ability to cultivate, solicit and steward gifts at the major and principal gift levels. The

Executive Director must have superlative interpersonal skills with a demonstrated ability to work well with people at all levels of an organization and handle multiple, complex fundraising activities simultaneously with an attention to detail. Additionally, the Executive Director must have the professional credibility, intellectual depth, maturity, and collaborative skills to garner the trust and confidence of senior leadership, key volunteers and donors, and colleagues within Institutional Advancement and across the campus.

The ED will have a keen understanding of and ability to implement best practices in fundraising, including planned giving, and the ability to motivate staff and colleagues; proven success fostering a team culture and building an efficient, cohesive, and collaborative team; substantial, direct experience with all phases of a successful comprehensive campaign; a proven track record of personally cultivating, soliciting, and stewarding six- and seven-figure gifts from donors; and engaging, educating, and supporting the fundraising efforts of faculty, senior leaders, and volunteers.

- Ability to raise donor sights, articulate aspirational goals and ideas, set priorities, and present philanthropic priorities
- Deep understanding and appreciation for the philanthropic process and individual giving behaviors
- Deep knowledge of planned giving, financial and estate planning concepts; while displaying a creative, professional, and entrepreneurial spirit; strong intellectual curiosity
- Ability to understand and contribute to a comprehensive and campus-wide donor relations plan, especially related to individual giving, including donor acknowledgement and recognition, advising on complex and carefully orchestrated cultivation events and programs for the University's major donors.
- Ability to work independently and as part of a team
- Demonstrated integrity and the ability to handle sensitive and confidential matters with appropriate discretion, including the ability to foster inclusiveness and diversity of ideas in working with constituencies and colleagues

EDUCATION and/or EXPERIENCE:

- At least 10 years of progressively responsible experience in development with a proven ability to engage individuals and secure commitments at the major and principal gift levels; the ability to inspire individuals to provide significant financial support to an institution
- Additional experience in volunteer management and comprehensive donor relations desired
- Bachelor's degree required; an advanced degree is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid driver's license.

LANGUAGE SKILLS: Must demonstrate professional level oral and written communications skills including grammar.

The ability to interact comfortably, tactfully, and effectively with varied internal and external constituencies is essential. Must demonstrate excellent verbal and writing skills including an exceptional command of grammatical rules and AP Style Guidelines, to include a demonstrated ability to make compelling presentations. Must be able to project voice and speak publicly in both small and large group settings.

MATHEMATICAL SKILLS: Must be competent in general math and financial matters.

TECHNICAL SKILLS:

Knowledge of general office procedures. Must be able to use general office equipment, work in a complex customer relations management database, and willing to learn and employ new technologies.

REASONING ABILITY:

Demonstrated analytical and strategic thinking capabilities; the ability to embrace challenges and thrive in a fast-paced, team-oriented environment, while adapting to changing circumstances. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently. Must retain confidential information, thus confidentiality and discretion are mandatory.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. Must be able to meet regular and predictable attendance standards. The employee is expected to travel, both in-state and out-of-state, using the best means of transportation which may include commercial airlines.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting. Occasional travel, evening and weekend work is expected.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130