



The Bloomsburg University Foundation, Inc., an independent, non-profit corporation is expanding and seeks to fill the following position:

Full-time Development Officer

Reports to: Director of Development

Summary of Position:

This full-time, exempt, administrative position participates in the aggressive major gifts program for Bloomsburg University Foundation. The position has responsibility for the identification, cultivation, solicitation and stewardship of emerging major gift donors and new prospects. S/he will join a dynamic, team-oriented development office. S/he will assume an important role in the Foundation's fundraising program and increase major gift contributions through personal outreach. The Development Officer will also work interactively with all Development, Foundation and Alumni staff members.

Primary Duties and Responsibilities:

- Manage a portfolio of major and planned gift prospects; designs and implement appropriate cultivation and solicitation activities for each.
- Academic solicitations: formal liaison with the College of Liberal Arts (CoLA).
- Be actively involved with the BUF team in the establishment of a regular program of prospect identification.
- Participate in the evaluation of major and planned gift prospects.
- Coordinate the involvement of appropriate board, faculty or staff members in the planning of solicitation strategies, as appropriate.
- Assist with other Foundation campaigns and fundraising initiatives, including the Henry Carver Fund, BU's annual fund.
- Prepare proposals and presentations for donor prospects, and solicitation of gifts. Negotiates gift agreements.

Additional Duties:

- Assist in the evaluation of existing fundraising efforts to assure maximum results in private support.
- Participate in University events and serve on committees as needed.

Areas of Responsibility and Additional Duties as summarized above provide a representative listing only and should not be regarded as a complete statement of tasks performed by incumbents of this position. It should be recognized, therefore, that employees may be asked to perform job related duties in addition to those outlined above.

Minimum qualifications, knowledge and abilities

- Bachelor's degree from an accredited college or university.
- Three to five years of experience in conducting successful personal solicitations for major gift fundraising.
- Demonstrated competence in public speaking and delivering presentations to individuals and groups.
- Excellent organizational and planning skills.
- Excellent oral and written communication skills.
- High level of energy, ambition, and orientation toward discussing contributions with donors.
- Excellent listening, diplomacy, and negotiation skills.
- Excellent computer skills using microcomputer software (Word and Excel) and institutional data base (Raiser's Edge).
- Demonstrated interest in and ability to represent an organization in one-on-one visits with key constituents (donors; prospects).
- Ability to work independently and as part of a team.
- Demonstrated leadership skills, including a strong work ethic.
- Willingness to adhere to the Foundation's core values.
- Knowledge, understanding and acceptance of cultural differences and the diversity within the campus and community.
- Demonstrated professional manner with all internal and external University constituencies.
- Ability to be flexible, adjust to fluctuating priorities and produce reliable work product.
- Ability to perform well in stressful situations.
- Ability and willingness to travel utilizing standard, commercial, and/or personal modes of transportation.
- Willingness to travel extensively and work non-traditional hours. Must have a valid driver's license.
- Experience in planned giving programs preferred.

To apply, please send a cover letter, resume and a list of three professional references (name, address and phone number) that we may contact to:

Bloomsburg University Foundation, Inc.

*400 East 2nd Street
Bloomsburg, PA 17815*

or

Fax: (570) 389-2068

or

Email: info@bloomufdn.org

EOE

NO PHONE CALLS PLEASE