



**WILLIAM JESSUP  
UNIVERSITY**

**JOB TITLE: University Advancement Officer**  
**DEPARTMENT: Advancement**  
**SUPERVISOR: Vice President of Advancement**  
**FLSA STATUS: Exempt**

### **MAJOR PURPOSE:**

The University Advancement Officer is a member of the Advancement team and is responsible for securing financial resources for William Jessup University. The primary focus is meeting and working with donors and prospects with significant giving capacity to accomplish their giving objectives in the form of major and planned gifts. The University Advancement Officer will engage in and be responsible for all aspects of the donor development cycle including donor identification, cultivation, solicitation, acknowledgment and stewardship. Position requires ability to travel and includes evening and weekend responsibilities to be successful.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Identify major gift prospects. Analyze and predict donor's propensity, capacity and enthusiasm to give. Gather pertinent data alongside the prospect researcher to determine the best candidates for the major gift cultivation.
2. Cultivate major gift prospects, investing the necessary time and energy to build relationships designed to understand the donor/prospect goals with the expressed purpose of alignment with University mission and objectives. Solicit major gift prospects. Moving prospective major donors along the donor pipeline ready to receive an appropriate ask based upon donor intent and interest.
3. Stewardship of major gift donors. Develop stewardship strategies that continue the major gift relationship for future gifts and planned giving opportunities.
4. Manage a portfolio of prospects and major gift donors in our primary (Northern California) and secondary (Bay Area & Central Valley) territories who fit the strategic university advancement priorities.
5. Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to the needs of the donors.
6. Execute and report on quarterly/annual fundraising goals with attention to portfolio moves management.
7. Work collaboratively with the Senior Director of Advancement, in accordance with direction provided by the Vice President of University Advancement to secure major and planned gifts in support of university fundraising priorities.
8. Work collaboratively with all advancement team members to ensure an exceptional holistic donor experience with the university.
9. Track prospects and donor contacts in portfolio using organization tools and tracking methods via SalesForce. Ensure that all donor information entry, storage and special requests are recorded and accomplished.
10. Craft and execute giving strategies for individuals and groups that create a compelling reason for engagement and persistence in support.
11. Works collaboratively with University Advancement staff to compose letters, compile appropriate invitation lists, secure sponsors, participate in events and engage featured program participants.

12. Continually update and correct database records for individuals, organizations and churches.
13. Demonstrate William Jessup University values in performance of all duties.
14. Perform other duties as assigned.

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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATIONS:**

- Bachelor's degree, Master's degree preferred

### **REQUIRED KNOWLEDGE/EXPERIENCE:**

- A proven fundraising track record, as well as possible history in finance, sales, and marketing
- Demonstrated history of securing major gifts over three or more years while working a growing organization
- The ability to lead, work in a team setting, and work independently
- Detailed and in-depth knowledge of fundraising, it's impact and tax-laws associated
- Comfort in researching and analyzing large groups of data to uncover prospects
- Excellent verbal and written communication aptitude
- Capable of handling numerous tasks at once and still meeting deadlines
- Priority must be given to direct contact with donors

### **SKILLS/ABILITIES:**

- Active and growing Christian faith
- Ability to determine how best to develop and maintain effective relationships with donors and determine when and how a prospective donor can be successfully solicited for a gift/gifts
- Capable of mobilizing and motivating volunteers
- Possess an innovative intuition regarding elevating donor engagement
- Ability to actively listen well and shape questions to discover donor interest
- An intrinsic value for and commitment to achieve individual and team goals
- A self-starter capable of initiating new opportunities and building alliances
- Ability to thrive in a high-pressure, dynamic environment
- Possess a solution oriented disposition
- Ability to participate in all aspects of the giving cycle
- Must have knowledge of planned giving techniques and vehicles
- Must travel and work irregular hours as needed
- Requires proficient computer, database, technology and social media skills
- Possess excellent verbal and written communication skills and professional demeanor
- Work well in a team environment and be able to accept input as well as supervisory guidance

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### **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community

Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

**WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

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**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

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Employee Signature

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Date