



## **Development Officer**

Kentucky Wesleyan College, a private, liberal arts college with a long-standing reputation for quality and academic excellence, is seeking applications for a full-time Development Officer. Reporting to the Director of Development and Donor Relations, the Development Officer (DO) will be primarily responsible for identifying, cultivating, and soliciting financial support for the institution with emphasis on annual leadership gifts of \$1,000+ (President's Circle) and multi-year pledges in support of the mission of the institution. The DO will actively manage and maintain a portfolio of approximately 75-100 individuals with an expectation of at least 10-15 personal visits per month. The DO will collaborate with other Advancement team members to market holistic giving opportunities to current and prospective donors.

The Development Officer will be expected to develop strategies to drive these activities, collaborating often with colleagues from across the broader Advancement organization and the College. Major responsibilities include but are not limited to:

- Build relationships and secure philanthropic support through personal visits with donors and prospective donors, including individuals, businesses/corporations, and foundations.
- Inform potential contributors of the needs of Kentucky Wesleyan College and encourage gifts to endowments, annual fund, and projects. Assure appropriate acknowledgment and stewardship of contributions.
- Follow up with donors through annual fund and phonathon campaigns.
- Identify and maintain information on donors and prospective donors, utilizing the College's alumni and donor database in conjunction with the Director of Advancement Services.

Applicants should have two or more years of progressively responsible higher education experience and a bachelor's degree from an accredited institution (or an equivalent combination of education and experience). Experience fundraising in a higher education environment and a master's degree are preferred. Applicants must have excellent communication skills, with emphasis on relationship-building; proficient computer skills, particularly with MS Office and social media; and familiarity with working with an alumni and donor database (preferably Blackbaud/The Raiser's Edge).

### **Employee Benefits**

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; a generous benefit time program, and tuition benefits. Due to the college's not-for-profit status, employees of Kentucky Wesleyan may be

able to receive loan forgiveness under the Public Service Loan Forgiveness Program of the US Department of Education.

### **Application Process**

Interested and qualified applicants should complete online application for employment at <https://kwc.edu/application-for-employment/>. Kentucky Wesleyan is an equal opportunity employer.

Review of application materials will begin immediately and will continue until the position is filled. A background check will be required of the successful candidate. The College will not sponsor applicants for work visas.

### **Additional Information**

#### *About Kentucky Wesleyan College*

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan earned a #8 ranking in 2017 from U.S. News & World Report as a Best Regional College in the South, along with a #3 ranking in the South in the category of “Great Schools, Great Prices,” which measures academic quality compared to cost of attendance.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 12-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

The College employs approximately 200 faculty and staff who work together on a single campus. Kentucky Wesleyan provides a challenging and supportive academic experience for students as well as a positive and stimulating work environment for employees. A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way,” beliefs which guide the entire college community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are members of the Great Midwest Athletic Conference. Athletic teams include baseball, basketball, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

#### *About Owensboro, KY*

Kentucky Wesleyan College is located in the hospitable city of Owensboro, Kentucky, a vibrant, beautiful, and safe city nestled on the banks of the Ohio River. Owensboro is small enough to promote a hometown atmosphere yet large enough to support many amenities usually only available in much larger cities. Daviess County is home to 110,000 residents and is easily

accessible from metropolitan locations such as Louisville, KY; Nashville, TN; and St. Louis, MO.

Owensboro's revitalized downtown area features a state-of-the-art convention center, several new hotels, and a range of entertainment options with unique restaurants and shops. Twenty-five parks, totaling 953 acres, encircle the city, which hosts over 20 annual festivals – attracting visitors from throughout the region.

*Suggested Websites*

Additional information about Kentucky Wesleyan College, the Panthers, and the Owensboro community may be found at:

- <https://www.kwc.edu/>
- <http://www.kwcpantthers.com/>
- <http://www.owensboro.org/>
- <http://edc.owensboro.com/>