



## **Director of Advancement Services**

Kentucky Wesleyan College is a leader in liberal arts and professional education with a long-standing reputation for quality and academic excellence. Currently serving approximately 700 students, Kentucky Wesleyan provides a challenging and supportive academic experience, a positive work environment, and a stimulating culture. Kentucky Wesleyan produces highly qualified graduates who become successful professionals in the career of their choice and valuable members of their communities.

Kentucky Wesleyan College seeks applicants for a full-time Director of Advancement Services.

### **Major Responsibilities**

- Managing the day-to-day functions and administrative processes of the Advancement Office.
- Processing and receipting of charitable gifts, including reconciliation to the general ledger in accordance with Generally Accepted Accounting Principles.
- Conducting prospect research and providing relevant information on prospects.
- Coordinating electronic communications and occasional mailings.
- Managing the database for alumni, donor, and prospect information and preparing reports.
- Providing attentive customer service as the primary contact for the Advancement Office.
- Work with Alumni Relations to manage stewardship efforts for specific donor constituencies, with an emphasis on the President's Circle and Homecoming.

### **Qualifications**

- Bachelor's degree.
- At least two years of experience in higher education or the non-profit sector. Previous experience in fundraising or alumni relations is a plus.
- Experience with management of a donor database. Raiser's Edge experience preferred.
- Proficiency with MS Office and the ability to learn new software programs quickly.
- Excellent written and verbal communication skills.
- A passion for accuracy and sharp attention to detail
- Ability to handle confidential information appropriately.

### **Employee Benefits**

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; tuition plans; and a generous benefit time program.

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**

Please submit a cover letter, resume, and the contact information for three professional references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu). Applicants will receive an email confirming receipt of materials. Kentucky Wesleyan College is an equal opportunity employer.

Review of application materials will begin immediately and will continue until the position is filled.

An official transcript for the highest degree awarded will be required of the successful candidate, as will a background check. The College will not sponsor applicants for work visas.

### **Additional Information**

#### Suggested Websites

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

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

#### 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. Currently, 667 students from 23 states and 7 countries are enrolled.

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.

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 on the Ohio River. Owensboro is small enough to promote a hometown atmosphere yet large enough to support many amenities usually available in much larger cities. Daviess County is home almost 100,000 residents and is easily accessible from metropolitan locations such as Louisville, KY; Nashville, TN; and St. Louis, MO.

Downtown Owensboro boasts the new Owensboro Convention Center, a 92,000 square foot multi-purpose facility; the RiverPark Center, a world class entertainment venue; the International Bluegrass Music Museum; and Smothers Park, a stunning waterfront masterpiece with a waterfall, unique playground, and fountains.

With more than 20 annual celebrations, including the International Bar-B-Q Festival, Owensboro is known as Kentucky's Festival City. Owensboro also has received several awards recognizing various positive aspects of the city, including the Top 100 Best Small Cities in the Nation (2015), the Best-Performing Cities (2016), and the All-American City Award (2013).