

## Director of Development for Parent Giving

The office of Development and Alumni Engagement seeks a full-time staff person responsible for identifying, cultivating, and soliciting gifts from former and current parents of students of Hope College. The position will require use and implementation of organizational skills, communication and marketing, and an excellent public relations personality. The Director of Development for Parent Giving will report to the Vice President for Development and Alumni Engagement. Major responsibilities include, but are not limited to, the items listed below.

- Maintain a portfolio of approximately 150-200 prospective donors.
- Work collaboratively with and in support of volunteers, other development and engagement staff, the Boerigter Center, Athletics, and other college representatives to cultivate and solicit former and current parents for college-wide priorities.
- Work closely with the director for prospect research and strategy to ensure positive and purposeful prospect and donor relations.
- Make assessment/qualification visits or contacts with donor prospects as assigned by the director of prospect research and strategy.
- Recommend and assist with fundraising involving the president, vice president for development and alumni engagement, and other college leadership as appropriate.
- Must be a highly energetic professional with a track record of building donor relationships and closing major gifts.

## Qualifications

- Passion for the mission of Hope College and able to communicate that to others.
- Bachelor's Degree.
- Five to seven years of successful experience in major gift fundraising, preferably with parent constituencies and in higher education.
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the college.
- Interest in all aspects of education and a dedication to promoting the college's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, trustees, volunteers and the division.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills, written skills, and a demonstrated record of completing assignments.
- Must be willing and able to travel.
- Self-starter and self-motivated to succeed, and able to follow through with little supervision.

- Knowledge of the law, IRS rules, rulemaking in charitable giving changes, financial reporting, and ethics.
- Mature understanding of and a commitment to the Christian faith.

### Application Instructions

As part of the online application found at <http://www.hope.edu/employment/staff>, candidates will upload a cover letter and resume. In addition, names and contact information (including current email addresses) for three references will be entered onto the application.