Advancement Ambassador

College of the Ozarks | Point Lookout, Missouri

Are you a recent College of the Ozarks graduate with a passion for relationship building, service, and sharing the mission of the College with others?

College of the Ozarks is seeking **Advancement Ambassadors** to serve as representatives of the College. This unique fellowship offers an opportunity to engage with alumni, donors, friends, and strategic partners while gaining valuable experience in leadership, stewardship, philanthropy, and higher education development.

As an Advancement Ambassador, you will travel throughout the country sharing the impact of the College's mission, expressing gratitude to supporters, and helping strengthen lifelong partnerships that advance the work of College of the Ozarks. This highly visible role provides mentorship, professional development, and hands-on experience working alongside institutional leadership.

What You'll Do

Serve as an Ambassador for the College

- Represent College of the Ozarks with professionalism, humility, and Christian character.
- Welcome and engage donors, alumni, guests, and strategic partners.
- Communicate the College's mission, values, and unique educational model.
- Support institutional events and strategic visits.
- Foster positive relationships between the College and key constituents.

Strengthen Donor and Alumni Relationships

- Build meaningful relationships with donors, alumni, and friends of the College.
- Express appreciation on behalf of the College’s leadership.
- Share updates about students, campus life, and institutional priorities.
- Communicate the impact of donor support on the College's mission.
- Enhance engagement with supporters across the country.

Support Donor Care and Stewardship

- Conduct constituent visits within assigned regions.
- Listen carefully to understand supporter interests and goals.
- Document important relationship insights and visit outcomes.
- Identify and refer potential major gift, planned giving, and volunteer opportunities.
- Maintain accurate records and timely follow-up communications, including thank-you correspondence.

Grow as a Leader

• Participate in mentorship and leadership development opportunities.
• Travel extensively to represent the College and support strategic priorities.
• Assist with special events, stewardship initiatives, and other projects.

What We're Looking For

Required Qualifications

• Bachelor's degree from **College of the Ozarks**.
• Strong commitment to the Christian mission and values of the College.
• Excellent interpersonal, communication, and public speaking skills.
• Demonstrated leadership ability, professionalism, and sound judgment.
• Strong organizational and time-management skills.
• Ability and willingness to travel extensively, including occasional evenings and weekends.
• Valid driver's license and ability to travel by automobile and commercial airline.
• Proficiency in Microsoft Office and constituent relationship management software.

Preferred Qualifications

• Graduate of College of the Ozarks within the last one to three years.
• Experience in ministry, admissions, fundraising, hospitality, customer service, or relationship management.
• Familiarity with donor relations, alumni engagement, or nonprofit advancement.

Apply Today

If you are a recent College of the Ozarks graduate who is passionate about serving others, building meaningful relationships, and advancing the mission of Christian higher education, we encourage you to apply. This is a 12 month (1 year) non-exempt position and includes benefits such as paid medical insurance, retirement (403b), and vacation/sick paid time off. The successful applicant must pass a background check. Please submit applications and resumes to Human Resources, College of the Ozarks, PO Box 17, Point Lookout, MO 65726 or e-mail hr@cofo.edu. Review of applications will begin immediately and continue until the position is filled

College of the Ozarks is committed to its Christian mission and values and seeks applicants who will support and advance that mission through their work and service.