

Title: Director of Development, College of the Ozarks

Reporting to the Assistant Vice President for Advancement, this role will work closely with development, public relations, alumni relations, and administration to strengthen fundraising practices at College of the Ozarks.

The Director will communicate and interact with donors via email, telephone, letter, and in-person, providing information and assistance as necessary.

The Director will promote a culture of philanthropy to both internal and external stakeholders.

The Director will oversee a portfolio of donors and travel within the region to further cultivate relationships.

The Director will assist in the coordination of campus tours and donor visits.

The Director will plan and execute a wide range of donor events, including but not limited to dedications, groundbreaking, Associates events, and assist with major convocations.

The Director will oversee the Associates program through event planning, board engagement, RSVP management, and membership renewals.

The Director will oversee the College's scholarship program, including annual and endowed scholarship agreements.

The Director will assist in donor and prospect appeal coordination.

The Director will work with the Development team to coordinate the annual student awards ceremony in conjunction with the Provost's Office, as well as all spring department awards.

Qualities:

The ideal candidate will have strong written and oral communication skills, excellent interpersonal skills, and high social and emotional intelligence.

The ideal candidate will agree with the mission and vision of the College of the Ozarks and act as a representative of those ideals

Experience:

The ideal candidate will have 5-10 years of development/fundraising experience or a similar field.

The ideal candidate will be proficient in Microsoft Word, Excel, and have experience using Raiser's Edge or Virtuous.

A master's degree is preferred.

The successful candidate must embrace the College's historic mission and vision and demonstrate a commitment to serving as a mentor and positive role model for students. The position includes benefits such as paid medical insurance, retirement (403b), and vacation/sick paid time off. This position requires a background check. Please submit resume/application to Human Resources, College of the Ozarks, P.O. Box 17, Point Lookout, MO 65726, or hr@cofo.edu. Review of applications will begin immediately and continue until the position is filled.