

Development and Gift Processing Manager

The College of the Ozarks is looking for a full-time Development and Gift Processing Manager. This position reports to the Dean of Development and will raise funds for the college, engage in donor relations, and oversee student office assistants. This role will plan and execute college events. This is an important role that requires excellent interpersonal and communication skills as well as demonstrate strong qualities that will represent the five-fold mission of the College through Academic, Vocational, Christian, Cultural, and Patriotic Missions.

ESSENTIAL JOB DUTIES

- Manage, supervise, and support student workers in Development-related tasks.
- Perform a wide range of administrative tasks, including, but not limited to, data entry, answering phone calls, running reports, and submitting requisitions.
- Communicate with donors via email and telephone, and in-person, providing information as required.
- Assist in the coordination of campus tours and donor visits.
- Plan and execute a wide range of donor events, coordinating all details.
- Process trust and estate beneficiary documents, gift annuities, and scholarships as required.
- Assist in coordinating the annual student awards ceremony and the major convocations.
- Perform other duties as requested.
- Manage, process, and receipt all donations to the College.
- Oversee donor and prospect database management.

REQUIRED QUALIFICATIONS – Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree in Fundraising, Finance, Marketing, Business, or a related field required.
- 3+ years of relevant experience. Experience with Virtuous or other CRM is preferred.
- Must maintain a valid, current driver's license.
- CPR certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES – May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Excellent verbal and written communication skills.
- Proficient in MS Office and the ability to learn new software.
- Good analytical abilities.
- Good event management skills.
- Good organizational skills and the ability to manage multiple tasks simultaneously.
- Self-starter with excellent interpersonal communication and problem-solving skills.

PHYSICAL ABILITIES – Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This position is generally sedentary in nature, movement throughout the area is required from time to time.

- Ability to have continuous oral and written communication with co-workers and supervisors is essential.
- Repetitive movements, occasional lifting of up to 10 pounds, reaching, lifting, stooping and the ability to read a computer screen, detect color-coding and read fine print will be expected.

This is a full-time position with benefits. Please submit a resume/application to Vicki Wrosch in the Business Office or Mail to Vicki Wrosch, College of the Ozarks, P.O. Box 17, Point Lookout, MO 65726, or email hr@cofo.edu. Review of applications will begin immediately and continue until the position is filled.