

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Director of Development

---

**Department:** Development

---

John Patterson

D. Joza

6/11/2008

Prepared by

Approved by

date

**Supervision received:** SrVP for Development

---

**Supervision given:**

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose:

The purpose of this position is to serve as a regional development officer, directing/assisting with capital campaign phases, and other responsibilities.

### Essential functions:

- Coordinate resource development efforts in Oklahoma and other areas assigned: Prospecting, contacting, cultivating, and soliciting OBU alumni and friends for gifts and pledges.
- Provide campaign support to campaign personnel, including directing or assisting in conducting capital campaign phases.

### Other duties:

- Carry out other duties and assignments as directed by the SrVP for Development or his designate.

### Qualifications

#### Knowledge, skills, and abilities:

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources; Knowledge of principles and processes for providing customer and personal services; Knowledge of principles and methods for marketing; Knowledge of arithmetic, algebra, and statistics; Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Skills in order to talk to others to convey information effectively; Managing one's own time and the time of others; Communicating effectively in writing as appropriate for the needs of the audience. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; Understanding written sentences and paragraphs in work related documents; Adjusting actions in relation to others' actions; Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Persuading others to change their minds or behavior; Actively looking for ways to help people; Being aware of others' reactions and understanding why they react as they do.

The ability to listen to and understand information and ideas presented through spoken words and sentences; The ability to communicate information and ideas in speaking so others will understand; The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem; The ability to speak clearly so others can understand you; The ability to identify and understand the speech of another person; The ability to apply general rules to specific problems to produce answers that make sense; The ability to read and understand information and ideas presented in writing; The ability to communicate information and ideas in writing so others will understand; The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events); The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

**Education:**

Required: Bachelor Degree  
 Required: Master's degree preferred.

**Experience:**

Required: Strong communication and personal relationship skills; previous work-related experience and/or demonstrated fund-raising ability; demonstrated leadership skills; strong writing and public speaking skills.  
 Preferred: General knowledge of development programs and alumni/development data bases systems.

**Equipment/Technology:**

Standard office equipment; modern technology including: internet, e-mail and Microsoft Office applications.

**Special Requirements:**

- Must have sufficient mobility and physical stamina to travel about the campus, visit various locations in Shawnee, in Oklahoma and beyond the state.
- Must be able to travel extensively.
- Ability to work flexible hours.
- Must be an active member of an Evangelical Church. Southern Baptist preferred.

HR Office Only						
Grade	_____	Class	Administrative	FLSA	Exempt	FTE 1
PRN(s)	1-45-606-12					EEO 10