

OFFICE OF THE DEAN

Position Vacancy Announcement

College Development Officer Office of the Dean – Firelands College

Bowling Green State University

Position Summary

The College Development Officer will advance the mission of BGSU Firelands by implementing strategies to develop awareness, personal involvement, and financial commitment to Firelands College from alumni, foundations, businesses and organizations, and friends. Particular emphasis will be given to strategies of cultivation and solicitation designed to advance the University and College as determined in consultation with the Dean.

Essential Duties, Tasks and Responsibilities

- Develop and implement cultivation plans and solicitation strategies (including written Proposals) for current donors and potential prospects with the ultimate goal of closing the gift. Coordinate friend raising, fund raising, and donor recognition events.
- Identify new volunteer and financial support opportunities from community leaders, businesses and organizations, foundations, alumni and friends with the goal of expanding the number of viable qualified major gift donors for the College.
- As part of the BGSU Development team, assist with the institution's efforts to develop significant growth from major gifts.
- In consultation with the Dean and BGSU Office of Development, provide personalized stewardship to assigned donors.
- Maintain general understanding of the mission, goals, and priorities of College and University leadership.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

- Knowledge of and relationships with local business, community, and foundation leaders and college alumni highly desirable.

Minimum Qualifications

Bachelor's degree required. Background in higher education, business, marketing or personal finance desirable. Minimum 2 years experience in development activities or related area. Previous Capital Campaign experience highly desirable.

Salary

Part-time (20 hour) administrative staff position. Administrative grade level 15. Salary is commensurate with education and experience.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references by email to mberger@bgsu.edu or regular mail to:

Office of the Dean (L-61533)
Bowling Green State University Firelands
One University Drive
Huron, OH 44839

Review of applicants will begin on November 30, 2009 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.