

# KINGSWOOD UNIVERSITY

## STAFF JOB DESCRIPTION

<b>Position Title:</b>	Director of Donor and Alumni Relations
<b>Classification:</b>	Part-time Staff; 15-20 hours per week
<b>Responsible To:</b>	The President
<b>Purpose:</b>	To build and maintain relationships with donors and alumni for the purpose of strengthening their connection to Kingswood and growing donor-based funding.
<b>Goal:</b>	To augment the work of the President's Office in fostering a strong, supportive community of donors and alumni through developing and implementing strategies for engagement, fundraising, communication, event planning, and collaboration.

### Responsibilities:

1. Expand the donor development and fundraising efforts of the university:
  - a. Engage through personal solicitation and donor development.
  - b. Implement a systematic program for cultivating current and potential major donors with the objective of moving them to the next level of giving and involvement.
  - c. Identify and cultivate new donors through all of the various means of constituency contacts.
  - d. Enhance the relationship of current donors with the university through appropriate communication, involvement, and recognition.
  - e. Manage the Annual Fund to achieve growth goals by evaluating current strategies and developing new and creative approaches.
  - f. Assist with capital fundraising projects and estate planning, as directed by the President.
2. Enhance the relationship of Kingswood University with Wesleyan churches across North America and constituent denominations to cultivate sustained support.
3. Create and manage an effective outreach to Kingswood alumni.
4. Assist the President in providing leadership for special events which have a donor and alumni engagement focus (e.g., Award Ceremony Banquet, Kingswood Night at Beulah, Golf Classic).
5. Devote approximately half time to travel in direct donor development and solicitation with current and potential donors across North America.
6. Report to the President as requested on the progress and success of the development department.
7. Other duties as directed by the President.
8. View position as a ministry including mentoring students in their Christian walk as opportunities arise in the fulfillment of your responsibilities.
9. Attend chapel, as available.
10. Set an example of financial support for the university through personal giving.

## **QUALIFICATIONS**

### **Management capacity**

1. Strategic thinker with capacity for analysis.
2. Knowledge required to examine and re-engineer operations, formulate policy and procedures, and develop and implement strategies.
3. Ability to pursue, manage and monitor multiple integrated opportunities simultaneously.
4. Mid-level skills and experience including project management, self-motivation, goal accomplishment, and work prioritization.
5. Good interpersonal communication skills including listening, relating, diplomacy, tact and creative problem solving.
6. Understanding of and ability to communicate Christian values and beliefs to students.

### **Qualities as a person**

1. Exemplary Christian character and lifestyle in agreement with the membership commitments for leaders of The Wesleyan Church and ministry and mission focus of the University.
2. Positive personal characteristics of attitude, flexibility, initiative, persistence, professional appearance and presentation, and team spirit.
3. Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all.
4. Excellent ability and willingness to maintain rigorous confidentiality.
5. Integrity and moral excellence, with life above reproach.
6. Commitment to enthusiastically assist in fulfilling Kingswood University's mission.
7. Commitment to exemplify Kingswood University's core values, including total ownership, prioritize students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

**General University Information:** Kingswood University is a Bible college owned by The Wesleyan Church of North America. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

### **Direct resumes to:**

Andrea Gunter  
Executive Vice President  
Email: [guntera@kingswood.edu](mailto:guntera@kingswood.edu)  
Phone: (506) 432-4402

Kingswood University  
26 Western Street.  
Sussex, NB E4E 1E6