



**OAKWOOD UNIVERSITY**  
**EMPLOYEE SERVICES/HUMAN RESOURCES**

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Executive Director

**DEPARTMENT:** Advancement and Development

**STATUS:** Regular Full-time (38 weekly hours)

**QUALIFICATIONS:**

*Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.*

- Minimum of Masters Degree. CFRE desired.
- Strong mission-focused written, design, verbal, organizational and interpersonal skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to use independent judgment and manage and impart information to a large constituencies.
- Senior level leader with demonstrated success in management fund raising, major giving capital campaigns, marketing, communications, and PR.
- An intelligent, articulate individual who can relate to people at all levels of an organization.

**BRIEF DESCRIPTION OF DUTIES:**

- Execute a broad-based development strategy to secure financial support from various avenues.
- Lead fundraising in cultivating and soliciting portfolio of major donors and top prospects.
- Develop a comprehensive fundraising plan for bequests and planned giving.
- Support Board lead fundraising activities including establishment of Development Advisory Board.



- Develop and execute a comprehensive long-range fundraising plan, member-donor database.
- Ensure exemplary volunteer program to foster strong relationships within the community.
- Grow online giving through strong e-marketing platform.
- Pursue every avenue for grants, securing-general operating, capital and special project funding.
- Serve as contact for Oakwood Board, management and program staff in Advancement and Development.
- Prepare reports as required by Executive team and the Board.
- Other related duties as assigned.

**SALARY:** Commensurate with education and experience

**POSTING DATE:** **January 2023**

**CLOSING DATE:** **Opened until Filled.**

**HOW TO APPLY:** **Interested persons must submit employment documents electronically:**

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

**REQUIRED DOCUMENTS:**

Completed Employment Application  
Vita/Resume  
Copy of Degree/transcript

Email: [Hroffice@oakwood.edu](mailto:Hroffice@oakwood.edu)

Oakwood University participates in 

**\*\*OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER\*\***

**RESET**

