



JOB DESCRIPTION

Title: Senior Development Officer

Department: Development

Reports To: Vice President: University Relations

FLSA Status: Salary, Exempt

Characteristics of Job:

Union Commonwealth University seeks a highly motivated and relationship-driven Senior Development Officer to advance the mission and priorities of the University through major gift and annual fund support. Reporting to the Interim Vice President for Development & Communications, the Senior Development Officer will play a key role in securing philanthropic support for the University's upcoming comprehensive campaign and strengthening donor engagement across all constituencies.

This position may be based remotely, with regular travel to campus and to meet with donors and stakeholders.

Fundraising & Donor Engagement

- Manage a personal portfolio of principal and major gift prospects, with responsibility for cultivation, solicitation, and stewardship of donors capable of making significant contributions to Union's priorities and campaign initiatives.
- Identify, qualify, and engage new high-capacity donors to build a strong and sustainable pipeline for restricted and unrestricted giving.
- Partner closely with the President, senior leadership, trustees, faculty, staff, and volunteers to cultivate and solicit major gifts.
- Provide strategic oversight and leadership for the Annual Fund (Union Fund), ensuring growth in participation, donor retention, and leadership-level giving.
- Serve as ambassador of Union Commonwealth University, representing the institution's mission, values, and philanthropic priorities with professionalism and enthusiasm.

Team Leadership & Advancement Operations

- Provide executive leadership for the Development and Advancement team, including supervision, goal setting, performance management, and professional development.
- Ensure effective advancement operations, including prospect research, donor stewardship, gift processing, data integrity, reporting, and compliance.



- Maintain accurate, timely, and confidential donor records within the University's advancement database.
- Foster a collaborative, accountable, and mission-centered culture within the advancement function.

Communications, Stewardship & Institutional Alignment

- Collaborate closely with Communications and University Relations to ensure coordinated messaging, compelling cases for support, and consistent donor communications.
- Translate institutional priorities into clear and compelling funding opportunities aligned with donor interests.
- Oversee donor recognition and stewardship efforts that reflect gratitude, transparency, and accountability.

Governance, Ethics & Reporting

- Ensure all fundraising activities adhere to ethical standards, donor intent, institutional policies, and applicable laws and regulations.
- Prepare regular reports for the President and Board of Trustees on fundraising performance, trends, and strategic opportunities.

Other Duties

- Perform other duties as assigned in support of the University's advancement and leadership objectives.

Qualifications

- Bachelor's degree required; advanced degree preferred.
 - Proven experience leading high-level relationship management, goal setting, and strategic planning efforts—ideally in a senior corporate or nonprofit role.
 - Demonstrated ability to provide both strategic leadership and hands-on fundraising execution.
 - Strong leadership, interpersonal, communication, and organizational skills.
 - Ability to exercise independent judgment, discretion, and executive-level decision-making.
 - Willingness to travel and to work evenings and weekends as required by donor engagement and institutional events.
 - Demonstrated commitment to the mission, values, and faith-informed identity of Union Commonwealth University.
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Additional Requirements

- Successful completion of a background check.
 - Valid driver's license and ability to travel extensively.
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Typical Working Conditions

- Primarily works in an office or remote professional environment.
 - Regular interaction with donors, alumni, trustees, University leadership, faculty, staff, and volunteers.
 - Frequent travel to campus, donor locations, meetings, and off-site events.
 - Attendance at University functions, donor events, alumni gatherings, and community engagements.
 - Work schedule may include evenings and weekends to accommodate donor and institutional event schedules.
 - Fast-paced, results-oriented environment requiring strategic thinking, attention to detail, and the ability to manage multiple priorities simultaneously.
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Unique Physical Requirements

- Ability to communicate effectively in person, by phone, and in writing.
 - Ability to sit, stand, and walk for extended periods of time.
 - Regular use of standard office equipment, including computers, telephones, and mobile devices.
 - Ability to lift and carry light materials (up to approximately 20 pounds), such as presentation materials or event supplies.
 - Ability to travel by automobile or other means to on- and off-campus locations.
 - Ability to navigate various environments, including offices, meeting rooms, event venues, and donor residences.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
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Disclaimer

The statements contained in this job description are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be an exhaustive list of duties or responsibilities. The University reserves the right to modify, add, or remove duties as necessary.



Equal Employment Opportunity Statement

Union Commonwealth University (“the University”) is committed to maintaining an educational, employment, and business environment free of all forms of discrimination. The University provides full and equal access to its educational services, programs, and employment opportunities without regard to age (40 and older), race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, AIDS/HIV status, genetic information, veteran status, uniformed service member status, smoking status, medical condition, sexual orientation, marital status, or any other status protected by federal, state, or local law.