Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a “Drug Free Workplace.” Applicants and employees may be required to take a drug and alcohol test at any time.

POSITION AVAILABLE: Major Gifts Officer - Capital Campaign
CLASSIFICATION: Full-Time, Exempt Staff with Full Benefits
POSTING DATE: June 27, 2014
EMPLOYMENT BEGINS: Immediately

Job Summary - This position is responsible for securing major gifts for campaigns engaged in by Howard Payne University. As a member of the senior management team of the Development Office of the university, this position is critical to the achievement of an $18M campaign goal. This position supports major gift initiatives with the President, the Vice President for Development, the Campaign Co-Chair(s), the various Campaign Steering Committees, and key major gift prospects for the campaign. This position will have daily responsibility for organizing and soliciting major donor prospects.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Vice President for Development or the President.

1. Organize the recruitment of regional Campaign Co-chairs and Steering Committee members,
2. Strategize and plan the solicitation of each major donor prospect (individual, foundation and corporation) including appropriate solicitors; “ask” amounts, solicitation materials using research,
3. Plan and implement campaign donor cultivation events for each campaign solicitation unit,
4. Develop and/or oversee the development of campaign proposals as required,
5. Personally solicit major donor prospects and planned giving prospects as appropriate,
6. Utilize Raiser’s Edge for prospect tracking, soliciting, and reporting for the campaign,
7. Provide capital campaign reports as requested.

MINIMUM QUALIFICATIONS - Only applicants meeting the minimum qualifications below will be considered. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- A bachelor's degree from an accredited four-year college or university and one to two years of directly related fund raising experience,
- Proven track record in major gift solicitation or related experience,
- Demonstrated leadership in the solicitation process or related experience,
- Exceptional interpersonal, verbal and written communication skills,
- Experience working with volunteer committees and solicitors,
- Must live in the state of Texas,
- A good working knowledge of Blackboard; Database software, commonly used and Internet browsers; Microsoft Outlook, Word, and Excel,
- Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University,
**Expectations** - Howard Payne University seeks to employ Christians, who are dedicated to teaching and service as they model the principles of the Christian faith. The University is committed to the integration of learning and Christian faith in the pursuit of truth.

Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission and purpose of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local Christian church. Your signature on the Job Description indicates your acceptance and affirmation of these statements.

**Mission Statement** - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

**Application Procedure:** To be considered, applicants must submit an Employment Application (available at: [www.hputx.edu/jobs](http://www.hputx.edu/jobs)), a letter of application addressing in detail how you meet the position requirements, and the names and contact information for three professional references to:

Mrs. Katrina Lynn  
Administrative Assistant, Business and Human Resources  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
Phone: (325) 649-8012  
E-mail: hr@hputx.edu

**Application Deadline:** July 25, 2014
Job Description

Job Title: Major Gifts Officer - Capital Campaign
Department: Office of Institutional Advancement
Reports To: Randy Yeakley, Vice President for Development
Classification: Exempt, Full-Time Staff
Prepared By: Randy Yeakley
Prepared Date: June 10, 2014
Approved By: Bill Fishback, Assistant VP for Business and Human Resources
Approved Date: June 26, 2014

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith. Howard Payne University is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission and purpose of Howard Payne University and lead lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of these statements.

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5. Personally solicit major donor prospects and planned giving prospects as appropriate,
6. Utilize Raiser's Edge for prospect tracking, soliciting, and reporting for the campaign,
7. Provide capital campaign reports as requested.

Supervisory Responsibilities - This job has no supervisory responsibilities.
Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

2. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

3. Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

4. Customer Service - Effectively manages difficult or emotional situations; Solicits feedback to improve service; Responds promptly and effectively to requests for service and assistance; Meets commitments.

5. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.

6. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

7. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

8. Managing People - Includes other staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Solicits and applies internal and external feedback; Fosters quality focus in others; Improves processes, products and services.

9. Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

10. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds and supports the University Mission Statement and values.

11. University Support - Follows University policies and procedures; Completes administrative tasks correctly and on time; Benefits the University through outside activities; Supports affirmative action and respects diversity.

12. Strategic Thinking - Develops strategies to achieve departmental goals; Understands the University's strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

13. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

14. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

15. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
16. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach departmental and personal goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. Education and Experience - Bachelor's degree from an accredited four-year college or university and one to two years of directly related fund raising experience.

2. Language Skills - Must be able to read, write and converse effectively in English in order to follow the University's Administrative Policies and safely perform the essential duties of the job.

   Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

3. Math Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

4. Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

5. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of Database software; commonly used Internet browsers; and Microsoft Office, Excel and Word.

6. License - Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University.

7. Other Qualifications - Proven track record in major gift solicitation or related experience; Demonstrated leadership in the solicitation process or related experience; Experience working with volunteer committees and solicitors; Experience with Raiser's Edge donor management software preferred; Willingness and ability to travel extensively throughout Texas and some travel nationally; Must live in the state of Texas; living in Brownwood, Texas is preferred; Previous relationship with Howard Payne University is preferred.

8. Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

   While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
9. **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and caustic cleaning or landscaping chemicals used to maintain the University’s buildings and grounds. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

_________________________________________  ___________________________
Signature                   Date