



ZAYTUNA COLLEGE

Job Title:	Regional Development Officer
Department:	Office of Advancement
Reporting To:	Head of Operations
FLSA Classification:	Exempt
Job Category:	Regular, Full-Time
Locations:	NorCal, Pacific Northwest Texas Mid-Atlantic Southeast Northeast Great Lakes/Upper Midwest Dakota + Plain States + Rockies

ABOUT ZAYTUNA COLLEGE

Zaytuna College is America's first accredited Muslim liberal arts college that offers a Bachelor of Arts degree in Islamic Law and Theology, as well as a six-week Summer Arabic Intensive program that fulfills the (Arabic) language prerequisite for incoming freshmen. The College aims to restore the centrality of the pursuit of knowledge among Muslims that has always been the hallmark of Islamic tradition. The primary mission of the College is "to educate and prepare morally committed professionals, intellectuals, and spiritual leaders, who are grounded in the Islamic scholarly tradition and conversant with the cultural currents and critical ideas shaping modern society." A central goal of the College is to reintegrate the once vital and influential voice of Muslim thought and erudition back into the ongoing Western Conversation of Great Ideas within the context of our new globalized society informed largely by shifting Western values.

THE POSITION

The Regional Development Officer is responsible for creating and implementing short-term and long-term strategies to identify, cultivate, solicit, and steward major donor prospects and donors for annual and special campaign gifts in an assigned region(s). This individual will represent Zaytuna College with leading benefactors and close leadership level philanthropic gifts in support of Zaytuna's fundraising priorities. This person works with the Head of Advancement to design a comprehensive strategic annual growth plan for their assigned region(s). Significant travel will be an essential part of the position, as will participation in evening, weekend and holiday activities.

ESSENTIAL FUNCTIONS

The following are the primary day-to-day responsibilities for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned.

Responsibilities

1. Work with the Head of Advancement to develop and manage a portfolio of major gift prospects
2. Aggressively identify, and formally qualify, new major and planned gift prospects by developing and executing long-range and short-range strategies and plans to identify, cultivate and solicit prospects, producing a continuous stream of donors capable of major gifts in the region.
3. Ensure that prospects capable of major gifts are cultivated and solicited in an appropriate and deliberate manner.
4. Prepare an annual plan to meet mutually agreed upon goals and objectives
5. Through collegial consultation and cooperation, work diligently to ensure that the best prospects in the region are being actively managed
6. Coordinate and facilitate activity in the region that will directly result in prospect identification, engagement and successful solicitations, including advising executive officers, deans and development colleagues on the culture, expectations and needs of the College's constituents in that region
7. Effective collaboration and partnership with colleagues; management of regional volunteer committees, as needed; planning and managing regional events; staffing College administrators and faculty on development visits with prospects and donors; and recording activities, contacts, proposals and strategic plans in the donor database
8. Recruit and sustain a strong volunteer network in the region to assist your efforts in prospect identification, cultivation, and solicitation, as well as to provide expanded opportunities for key prospects to engage with Zaytuna College's academic leaders and one another
9. Represent Zaytuna College at conferences and conventions, as assigned
10. Attend training sessions and recurring team meetings at the College in Berkeley, and around the country, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education/Certification

- Bachelor's degree is required
- Master's degree in a related field like business, sales, or high education administration is preferred

Experience

- Preferred 6 years of relevant experience (development, sales, customer relations, etc.) or equivalent combination of education and experience
- Experience in a higher education or non-profit setting preferred; direct experience with fundraising, volunteer management and knowledge of Zaytuna College is highly desired
- Sound knowledge of laws, practices and philosophy of charitable giving preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the organizational structure and personnel of the college
- Proven ability to solicit and close philanthropic gifts on the six-figure level, or equivalent experience in a related field such as sales

- Strong organizational and planning skills with the ability to initiate, collaborate, implement, monitor, evaluate and advance strategic plans that support the activities of the program and contribute to the overall goals and objectives of Advancement and the fundraising enterprise
- Superior interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner, demonstrating tact, poise and diplomacy while working with a wide variety of personalities
- Strong verbal and written communication skills, including public speaking, negotiations and effective communications with diverse audiences
- An ability and comfort in meeting and interacting with individuals of considerable social status and affluence is required
- Ability to apply good judgment and proven responsible decision-making skills; tact and discretion are required to deal with highly confidential alumni, parent, student, family, donor and prospect information
- Must be a detail-oriented, self-starter with a demonstrated ability to work independently and manage multiple projects and priorities to meet aggressive and challenging deadlines
- Working knowledge of electronic mail and calendars, the Windows and Mac environment, including Microsoft Word, Excel, PowerPoint and Access, and other software such as donor databases, etc.
- Utilizing software (CRM system and database) for all activity including, but not limited to, recording, updating, reporting and managing constituents
- Available to manage 50-70% travel, including evenings, weekends, and holidays, when needed
- Cultural fit

WORKING CONDITIONS

Work Environment

This job operates in an office setting and professional office environment when not traveling. The job routinely uses technology, including computers, microphones, telecommunications systems, desk phones, cell phones, Smart phones, and copiers but is not limited to only these devices and systems.

Physical Demands

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is also required to walk, stand, and sit for extended periods of time and to have sufficient hand, arm, and finger dexterity to operate a computer keyboard and other office equipment. Must be able to transport materials to and from the airport weighing up to 70 lbs.

Travel

This position requires 50-70% travel time; frequent out-of-the area and overnight travel can be expected, including weekends and holidays.

TO APPLY

Visit <https://www.zaytuna.edu/about/employment/>

Zaytuna College is an equal opportunity employer