

## Job Description

**Job Code:** 0040-DOSG  
**Job Title:** Development Officer/Scholarships & Grants  
**Office:** Office of the Vice President for Finance, Advancement and Estates  
**Department:** Advancement and Estates Management Department  
**Supervisor:** Director of Advancement

### Job Objective/Summary

The general purpose of the Development Officer position (known also as Fundraiser Officer) is to help support Bethlehem University's financial well-being by soliciting and securing significant and ongoing donations, funds, endowments and student scholarships.

The post is responsible to consistently enhancing the pool of future donors to ensure growth in revenue received annually by the University.

### Duties & Responsibilities

#### Main Routine Duties

##### 1. Funding Student Scholarships and Grants:

- Develop new strategies and operational plans to build and maintain a competitive position for securing funds and maximizing giving opportunities to enable the achievement of the Development Unit objectives and the overarching goals of the University.
- Identify, cultivate, solicit, and steward donors and prospects including individuals, corporations, and/or foundations, through various forms of communication means.
- Promote BU to various prospective and existing donors and prepare effective programs and strategies to identify fundraising activities.
- Use judgment, tact, and sensitivity to secure funds for a variety of University priorities and to move donors through the donor cycle from discovery through to stewardship.
- Handle all kinds of student scholarships management activities in accordance with the Development Unit's operational plan and documented policies, practices and guidelines. This include, preparing scholarship offers, preparing scholarship agreements or terms of reference, processing system reports and requests, and writing articles highlighting the contributions of scholarship donors.
- Research, write, edit, and/or oversee the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, fund/grant proposals, appeals,

case statements, reports, correspondence, and other development- related communication materials in support of the unit's fundraising activities. Coordinate day-to-day unit-based development activities to ensure their integration into the University's overall development program.

- Prepare and deliver presentations for both internal and external University stakeholders on a variety of subjects related to development and fundraising to increase the visibility of the Development Unit and the University.

## **2. Development of Electronic Database**

- Maintain an updated, accurate and reliable database and records for donors, funders and beneficiary students.
- Update, verify, and maintain all relevant information and data related to fundraising activities in electronic format and ensure that all information complies with University policies.
- Make effective use of the University's prospect management database and other institutional resources to ensure appropriate management of donors, prospects, alumni, and volunteers in coordination with University goals.

## **3. Donations and Gifts Management:**

- Ensure the proper recording of donations/gifts received through bank transfers or any other means.
- Ensure maintaining a tracking system of scholarship gifts in collaboration with the Student Finance Unit.
- Ensure that donors/funders are acknowledged in a timely and professionally manner.
- Provide donors/funders with reports and other information as requested. Ensure that appropriate promotional articles and donor plaques are produced highlighting the success of scholarship students and the impact of donor support for scholarships.
- Maintain records of all scholarship donors and the students they support- and write articles highlighting the contributions of scholarship donors.
- Maintain paper and electronic files of donors/funders information and
- correspondence.

## **4. Development Operations Enhancement:**

- Develop annual scholarship budget projections in cooperation with Student Finance Unit based on historical rates of retention, anticipated enrollments of new students, and other factors.
- Develop professional knowledge and skills, keeping up to date with new developments relevant to the role and the University's broader goals. Collect, calculate, analyze, evaluate, and present statistics related to donor giving patterns.
- Contribute to innovation and continuous improvement of practices and processes based on analysis and feedback working collaboratively with stakeholders to ensure that they are meaningfully able to inform institutional improvements.
- Write and develop promotional articles and /or materials concerning the implementation of the funded projects of the University.

- Produce monthly reports on scholarships and related donor activity completed (including listing of new donors and lapsed donors) and planned for the future, including metrics on revenue generated and comparisons from year to year.

### **Periodic duties**

- Engage in the regular evaluation of efficiency and results of the development plans, seek input from colleagues and share information of relevance to other fundraising portfolios and activities.
- Host pilgrims and other groups, especially those involving significant donors and scholarship donors.
- Participate and assist with graduation, academic convocations, and other major University events with a focus on enhancing the profile and connection with donors and the University.
- Train and supervise work study students, interns, and/or volunteers to appropriately assist in accomplishing the post's responsibilities.
- Disseminate and ensure the proper implementation of the University policies and procedures pertaining to the Advancement Office/Development Unit. Provide advice and guidance to all University internal stakeholders at all levels in relation to compliance with these policies and procedures.
- Participate in regular Supervisor and Advancement Team meetings, and various committees as requested.

### **Working Conditions:**

- Monday through Friday according to job type with evening and weekend flexibility required.
- Ability to travel is required; sometimes on holidays or weekends.
- Availability via mobile phone and email beyond regular work hours is required, especially due to time zone differences between locations.
- Perform other related duties as assigned

### **Qualifications:**

- A Bachelor's Degree is required in a related field such as Management, Marketing, Public Relations, or Communication, although Master's degree is preferred.
- A minimum of five years professional experience directly related to the specified duties and responsibilities, of which at least two years of appeal/grant writing and fundraising professional experience in a higher education, nonprofit, or fundraising institution.
- Excellent English language written and spoken skills. Arabic and/or any other language would be an added value.
- Excellent communication skills both oral and written. Along with a combination of the personal sensitivity, creativity and tact that is needed when working with senior academics, internal stakeholders and donors/prospects to the University.

- Ability to handle multiple tasks, manage a varied workload and be able to prioritize. Good time management skills, ability to work to deadlines and highly organized.
- Excellent administrative, interpersonal and relationship management skills; sound judgment and integrity.
- Ability to work under pressure, self-motivated and able to use initiative.
- Accuracy and demonstrable attention to detail.
- Strong proposal writing skills.
- Outgoing and confident, with a flexible approach to work; willing to adapt to changing situations.
- Handle personal information with extreme confidentiality.
- Work with other colleagues effectively to help maximize team outputs, encourage and support staff in doing the same.
- Proactive approach with the ability to spot funding opportunities and drive ideas forward.
- Good knowledge of Microsoft Office software, social media platforms and using the Internet.
- Good understanding of research, analysis and evaluation techniques in development field.
- Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstration of professional standards in appearance and actions.
- Interpersonal Skills—maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.