

## **Development Officer**

At Clarke University, everything we do is focused on making an impact on students so they can positively impact the world. For students, it means a place where more than facts are studied – it means new ways of thinking are explored. For faculty and staff, it means more than just coming to work every day – it means truly collaborating across the university to put student success first. It also means living and working in a thriving city named one of the “most livable” small cities in the country and one of “Best Green Places” in the country.

The university is currently seeking a qualified individual to assume the role of Development Officer for Institutional Advancement. Under the direction of the Vice President for Institutional Advancement the Development Officer is responsible for the identification, cultivation and solicitation of major gift prospects for the university. The Development Officer will carry a portfolio of donors and prospective donors and will be expected to utilize moves management to successfully realize significant contributions on a regular basis. Although based in Dubuque, Iowa, the position will require significant travel and occasional weekend responsibilities.

### **Qualifications include:**

A bachelor’s degree from an accredited institution is required. Exceptional persuasive and communication skills are essential, as is the proven ability to work effectively as a team member. Successful fundraising experience and/or successful face-to-face sales record. Ability to balance multiple projects and requests in a fast paced environment is required.

To apply for this position, please upload a cover letter and resume online at <http://clarke.applicantpool.com/jobs>. Resume review will begin immediately and will continue until the position is filled.