



## **CONFIDENTIAL JOB DESCRIPTION**

### **REGIONAL DEVELOPMENT OFFICER ZAYTUNA COLLEGE**

**TWO LOCATIONS – SOUTHEAST AND PACIFIC NORTHWEST**

#### **COOK SILVERMAN SEARCH**

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## ABOUT ZAYTUNA COLLEGE

Zaytuna College aims to educate and prepare morally committed professional, intellectual, and spiritual leaders who are grounded in the Islamic scholarly tradition and conversant with the cultural currents and critical ideas shaping modern society.

In 2009, Zaytuna College was launched in Berkeley, California, featuring a two-month long Summer Arabic Intensive as its first academic program. Subsequently, the undergraduate program welcomed its inaugural freshman class for the Fall 2010 semester. Thereafter, Zaytuna College continued to refine its academic identity, firmly rooted in the American liberal arts tradition. In 2012, it had secured a historic building to serve as its permanent home on Holy Hill. In 2017, the College purchased a nine-acre campus on Grizzly Peak in Berkeley.

For more information on Zaytuna College, please visit [www.zaytuna.edu](http://www.zaytuna.edu).

## POSITION OVERVIEW

The Regional Development Officers are responsible for creating and implementing short-term and long-term strategies to identify, cultivate, solicit and steward major gift donors and planned giving donors, in coordination with the Chief Advancement Officer and the Associate Director of Development. Significant travel will be expected for all Regional Development Officers.

## REPORTING RELATIONSHIPS

Regional Development Officers report to the Associate Director of Development.

## PRIMARY RESPONSIBILITIES

- Work with the Associate Director of Development to develop and manage a portfolio of major gift prospects.
- Use a moves management program to qualify, cultivate, solicit and steward major gifts prospects and donors.
- Work with the ADD to prepare an annual plan to meet mutually agreed upon goals and objectives.

- Through collegial consultation and cooperation, work diligently to ensure that the best prospects in the region are being actively managed.
- 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.
- 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.
- Management of regional volunteer committees.
- Plan and managing regional events.
- Staff College administrators and faculty on development visits with prospects and donors; recording activities, contacts, proposals and strategic plans in the donor database.
- Maintain data integrity with database.
- Represent Zaytuna College at conferences and conventions, as assigned.
- Attend training sessions and recurring team meetings at the College in Berkeley, and around the country, as assigned.

## QUALIFICATIONS

- Seven years progressively challenging fundraising experience, including proven major gifts experience
- A track record of effective collaboration and partnership with colleagues
- Knowledge of and passion for the mission of Zaytuna College
- Strong organizational and planning skills
- Excellent interpersonal skills with varied constituencies in a professional, diplomatic and respectful manner
- Detail oriented, self-starter with the ability to work independently
- Ability to manage time efficiently and effectively
- Proficient with MS Office Suite, Windows and Mac, donor databases (CRM) and other technology
- Willingness and ability to travel 50-70% time including evenings, weekends and holidays when needed

## TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

Zaytuna College is an Equal Opportunity Employer.