

JOB DESCRIPTION

Job title: Sr. Development Representative
Department: Advancement
Report to: Chief Advancement Officer
FLSA Status: Exempt
Remote: No
Date: February 13, 2026

Summary:

The Development Representative, through faithful service to accomplish the mission of Kuyper College, will identify, cultivate, and solicit support for the College. They will maintain a portfolio of major gift donors and prospects and participate in a donor stewardship plan.

Essential duties and responsibilities include, but are not limited to the following:

- Build relationships and secure major gift support for the College through personal visits with a portfolio of current and prospective donors. This will include individuals, businesses/corporations, churches, and foundations
- Communicate the needs of the College and encourage current or planned gifts to the College's annual fund, special funds (i.e., scholarship or project), and the operating endowment
- Identify potential donors and effectively use available resources for prospect research and giving capacity assessment
- Work with the Advancement office staff to help meet the established fund development goals and participate in department planning activities
- Actively participate in soliciting sponsors/underwriting for major fundraising events

Qualifications: The successful candidate must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required/desired.

Education and Experience

- Bachelor's degree preferred
- Three to five years of related experience
- Demonstrated excellent oral and written communication skills
- Excellent organizational skills
- Knowledge of current and planned giving rules and methods

Skills and Assets

- Solicit financial donations from individuals and organizations
- Negotiate gifts and transactions
- Write proposals
- Interpret Kuyper policies in situations requiring judgment and persuasion

Bringing God's Grace into Today's Culture

- Manage highly sensitive and/or confidential information
- Proficient in the use of Microsoft Office suite and the use of donor software programs
- Ability to problem solve in ambiguous situations with limited standardization
- Provide exemplary service to donors, alumni, employees, and members of the community

This role will join a community that is marked by a commitment and calling to serve Christ and His church. Knowledge of, appreciation for, and an ability to integrate a Christian worldview in stewardship and fundraising programs at Kuyper College are essential for success in this position.

Interested applicants should apply at hrapplications@kuyper.edu with a cover letter and resume.

Please visit our website at www.kuyper.edu

Thank you for your interest in Kuyper College