



Development Officer

POSITION:	Development Officer
SUPERVISOR:	Vice President for Institutional Advancement & Public Affairs/Chief Advancement Officer
DEPARTMENT:	Development
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full Time
GRANT-FUNDED:	No
SOC CODE:	11-3012

General Job Description for the Development Officer:

The Development Officer plays a key role in advancing the mission of the institution by cultivating, soliciting, and stewarding philanthropic support from alumni, parents, friends, corporations, and foundations. This position manages a portfolio of prospective donors, develops meaningful engagement strategies, and collaborates closely with colleagues across campus to support institutional fundraising goals. The Development Officer is a role that brings together philanthropic cultivation and engagement to ensure the longevity of Tiffin University for years to come.

Key Responsibilities for the Development Officer:

- Supports fundraising efforts by cultivating relationships with alumni, parents, and friends of the University.
- Identifying, qualifying, soliciting, and stewarding major gift prospects in alignment with institutional fundraising goals.
- Facilitate donor involvement opportunities, such as events, advisory boards, and campus visits.
- Work to increase philanthropic support for Tiffin University through effective relationship management, personalized engagement strategies, and consistent outreach by completing 150 quality visits annually.
- Manage and grow a portfolio of major gift prospects, focusing on individuals capable of giving at the \$25,000+ level.
- Prepare and deliver compelling proposals and donor communications.
- Meet or exceed annual fundraising goals for dollars raised, proposals submitted, and visits completed.

Qualifications for the Development Officer:

Education:

- A bachelor's degree in a related field is required.
- Advanced degree or equivalent professional experience is *preferred*.

Experience:

- Minimum of 2–5 years of relevant experience in fundraising, sales, external relations, client management, or a related field with measurable results.
- Experience in higher education or nonprofit development is *preferred*.



Other:

- Proven ability to develop and maintain relationships with individuals and organizations.
- Strong interpersonal, communication, and presentation skills, with the ability to articulate a compelling case for support.
- Ability to work independently and as part of a team in a fast-paced environment.
- A goal-oriented mindset.
- Demonstrated success in cultivating and soliciting gifts, achieving goals, and managing multiple priorities in a deadline-driven environment.
- The ability to manage a portfolio of donors while maintaining accurate records and reporting outcomes.
- Proficient in CRM/donor database systems and Microsoft Office applications.
- Appreciation for the mission of Tiffin University and the role of private philanthropic support in higher education.
- Willingness to travel regionally and nationally on behalf of the University. Travel, evening, and weekend work may be required.

Why Join Tiffin University?

Tiffin University offers a collaborative, mission-driven environment where your financial expertise directly supports student success and institutional growth. We value innovation, transparency, and partnership—and provide the opportunity to make a meaningful impact.

At Tiffin University, we believe in taking care of our employees. That’s why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings Account with annual employer incentive contribution & Flex Spending Account with options to save pre-tax dollars for medical, dental, and vision expenses.
- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b)-retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

The Tiffin University Story: Our Strong Sense of Community & Dedication to Each Student

Tiffin University was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in Business Administration, top-notch bachelor’s and master’s degrees in Criminal Justice and Social Sciences, and distinctive degrees in the Arts and Sciences. All through our history, the University has nurtured a student-centered setting and a strong sense of real community for our students, faculty, and staff. Tiffin University has always believed in offering the highest quality education – “an education for life.”

A “New Kind of Institution”



Tiffin University represents a new kind of institution in the United States.

TU has successfully transitioned from traditional seated students to a mixture of seated and online students, from across the country and around the world. Tiffin University provides a personal and practical education for motivated students who want real-world experience and results.

There are no “ivory towers” at Tiffin University. Almost all of our faculty have spent time working in the field and bring to the classroom real, first-hand knowledge about the subjects they’re teaching. They also bring with them valuable, real-world connections to enable and empower our students to find the best internships and other experiences that will transform their future.

Our Main Campus & Our Academic Growth

The main campus in Tiffin is a beautiful 153-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth in Tiffin, TU graduate and undergraduate programs are offered online. The Bachelor of Business Administration and MBA programs are also offered at Bucharest, Romania. The American Institute of Applied Sciences in Switzerland (AUS) and TU have entered into a partnership, the Dual Degree Program (DDP), allowing AUS students to obtain a dual degree from both institutions.

From academic programs in commercial music to cybersecurity, exercise science, and management, TU offers more than 30 majors through on-campus and online learning that result in real advantages for our students.

Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.



Tiffin University is an Equal Opportunity Employer