



Job Description

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Chief Development Officer**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [Staff Application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title: Chief Development Officer
Department: Development
Reports To: President
FLSA Status: Exempt
Revision Date: March 2026

Job Summary

The Chief Development Officer provides strategic and hands-on leadership for all fundraising, advancement, and donor engagement efforts of the University. This role partners closely with the President and senior leadership to cultivate a culture of generosity that advances the institution's Christ-centered mission.

In a small, team-oriented environment, the Chief Development Officer develops strategy and actively executes fundraising initiatives—including donor cultivation, campaigns, and events—to increase philanthropic support, strengthen relationships, and ensure long-term financial sustainability. The successful candidate will be a relational and self-directed leader who thrives in a resource-conscious setting and takes ownership of results.

Job Responsibilities

- Report to and meet regularly with the President and other University leadership.
- Partner with the President to develop and implement a comprehensive strategic fundraising plan aligned with the University's mission and priorities.
- Lead and personally execute fundraising efforts to support the University's operations, programs, and special initiatives.
- Cultivate, solicit, and steward relationships with donors and prospective donors, including individuals, churches, businesses, organizations, and foundations.
- Maintain and actively manage a portfolio of donor relationships through personal visits, events, and ongoing communication.
- Identify, research, and pursue new donor opportunities and funding sources.
- Establish measurable fundraising goals and take ownership of achieving results.
- Plan, coordinate, and assist with execution of fundraising campaigns, events, and donor communications.
- Oversee and, as needed, directly manage donor records, acknowledgments, and stewardship processes, with support as available.
- Ensure proper handling and documentation of gifts, including non-cash and planned gifts.
- Evaluate the effectiveness of development strategies and implement improvements as needed.
- Supervise and support any staff or volunteers involved in development activities, as applicable.

- Represent the University at events, churches, and community functions to promote engagement and support.
- Serve as a visible ambassador of the University's mission, values, and Christian identity in all donor and community interactions.
- Pursue ongoing professional development to remain current with best practices in fundraising and advancement.

Job Qualifications

Required Qualifications

- Bachelor's degree required.
- Demonstrated experience in fundraising, development, or related nonprofit work.
- Proven ability to cultivate, solicit, and steward donor relationships.
- Ability to work both strategically and operationally in a hands-on environment.
- Strong initiative with the ability to work independently and take ownership of outcomes.
- Strong interpersonal and relationship-building skills.
- Excellent written and verbal communication skills.
- Ability to effectively communicate and champion the mission and vision of the University.
- High level of integrity, discretion, and professional work ethic.
- Strong organizational skills with the ability to manage multiple priorities with limited resources.
- Demonstrated alignment with and support for the University's Christian mission and values.

Preferred Qualifications

- Experience in higher education or a faith-based nonprofit organization.
- Experience with major gifts, planned giving, or capital campaigns.
- Familiarity with donor management systems (CRM) and fundraising tools.
- Experience working in a small or resource-limited organization.
- Formal training or continuing education in fundraising, development, or advancement.

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status.