Institutional Advancement - Outreach Program Officer/Cultivator

The Outreach Program Office/Cultivator works in the Institutional Advancement Unit at The Lincoln University. Specifically, this Officer is responsible for identifying and cultivating persons, organizations and agencies that can help to advance the mission of the Unit and the University. This position works closely with the Vice President for Institutional Advancement and other assigned personnel to assist in identifying persons/agencies who can assist the institution in acquiring both human and fiscal support for the institution’s students, programs and services.

Minimum Requirements:

- Bachelor’s degree from an accredited institution of higher learning.
- Minimum of three years experience in advancement work in a college setting or direct sales experience.

Areas of Responsibility:

- Identify new prospects for the University to assist in acquiring support for various degree programs, internships, job opportunities (part and full-time) for students; and other needs to enhance the learning experiences of students as well as the overall operations of the University.
- Meet with a minimum of 100 prospects annually for cultivating individuals and or agencies toward desired goals.
- Develop a stewardship plan to keep individuals involved in the affairs of the University, keeping them abreast of programs and services as well as how their support is benefiting the institution.
- Submit timely and accurate updates and progress reports on outcomes and assigned goals.
- Contribute to the overall success of the Advancement Division through teamwork and collaboration; perform other duties as assigned toward goal attainment.

Position involves travel up to 50 percent time.