

Position: Major Gift Officer

Department: Office of Development

Reports to: Vice President for Development

Job Summary: A key member of the College's development team, the Major Gift Officer is responsible for the identification, engagement, solicitation and stewardship activities of outright and planned gifts of \$25,000 or more.

Duties and Responsibilities:

- Manages a portfolio of high potential individual prospects through the identification, qualification, cultivation, solicitation and stewardship cycles.
- Forges relationships with a diverse population that will lead to five and six-figure gift solicitations and secured gifts.
- Creates and implements thoughtful, multi-step plans that deepen the relationship with all core clients in preparation for the next comprehensive campaign.
- Serves as the Development liaison to the Athletic Department for all matters related to athletic fundraising.
- Establishes and maintains relationships with volunteers, alumni, parents and friends who might assist with prospect strategies and stewardship activities.
- Oversees the preparation of necessary materials, including funding proposals, letters of intent, documentation of planned gifts, and scheduled stewardship reports for all assigned prospects.
- Initiate and coordinate opportunities for faculty, administration, VP for Development and the President to interact with major gift prospects and interpret fundraising priorities to College constituencies.
- Oversees coordination and creation of planned giving materials (print, email and social media) and seminars. Work with PG vendor(s) to consistently modify web-presence and add timely information as it relates to philanthropy.
- Work closely with Engagement team in constituent outreach, gatherings and fundraising initiatives.
- Support and attend College events and activities to include, but not limited to, fundraising, athletic, alumni, student and community events, academic lectures and symposia.
- Participate in establishing annual performance metrics.
- Assist in the planning and execution of regional receptions and events.
- Travels to visit prospects as necessary.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree required.
- Three years of experience in development or fundraising, preferably in higher education. Related sales experience will be considered.
- Proven track record of successfully securing annual fund leadership gifts, major gifts or sales contracts.

- Demonstrated understanding of gift planning vehicles and the ability to comfortably engage prospects in discussions related to the College's planned giving program.
- Team oriented with experience working directly with volunteers and high net-worth individuals.
- Strong verbal and written communication skills including excellent grammar, writing, proofreading and editing.
- Ability working collaboratively with diverse constituencies.
- Self-starter who possesses an attention to detail and ability to multi-task.
- High energy and a positive attitude.
- Sophisticated, outgoing and warm person who can communicate with an honest passion for and commitment to the College's mission.
- Ability to work some late evenings and weekends as necessary.
- Computer proficiency with Microsoft Office is required. Working knowledge of Raiser's Edge and planned giving platforms (e.g. Crescendo, PG Calc., etc.) is preferred.

Interested applicants can apply by clicking [here](#).