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Title: Senior Major Gift Officer

Work Schedule: 8:00 am – 5:00 pm  
Some evenings and weekends required.

Department: Development / Alumni Engagement

Created: 10/2020

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#### Characteristics of the Class:

The Senior Major Gift Officer will be responsible for prospect research, solicitation strategy, cultivation, donor outreach, gift proposal development, reporting, and stewardship as well as making direct gift solicitations. The position will support key fundraising priorities at the College.

The Senior Major Gift Officer will be responsible for creating, tailoring and activating short- and long-term strategies for increased giving, with emphasis on the expansion of an individual major gift effort, and identifying and securing new support for the College's key initiatives. Individual will report to the Director of Major Gifts and the Vice President for Development.

#### Essential Job Functions:

##### Relationship Building

- Expand and maintain relationships with relevant stakeholders in the philanthropic community, donors, and peers.
- Support and lead efforts to execute long-term fundraising strategy.
- Represent the College to key prospects and at key events in defined geographic areas.

##### Donor Prospecting and Solicitation

- Research, qualify and cultivate new institutional and individual giving prospects.
- Manage a portfolio of 150 donors including serving as the primary solicitor.
- Complete a minimum of 125 donor visits a year, with a goal of submitting at least 5 written fundraising proposals each month.
- Establish cultivation strategy and manage stakeholder substantive involvement for donors in the major gifts cycle.
- Cultivate and maintain strong relations to support organization-wide efforts in philanthropic community.
- Research, identify and cultivate new foundation and major gift prospects.

##### Information Management and Donor Stewardship

- Maintain existing donor/partner relationships.
- Conduct donor briefings and updates.
- Establish, track and assess major gifts and fundraising metrics.
- Appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty and staff of many social, economic, cultural, ideological, racial and ethnic backgrounds.

## Marginal Job Functions:

- Contribute to the overall success of the department by performing all other essential duties and responsibilities as assigned.

## Entry Requirements:

### Education and Experience

Bachelor's degree from an accredited college .

Demonstrated track record in securing 6- and 7-figure gifts from alumni, parents, and friends.

A minimum of seven to ten years of direct fundraising experience in major gifts in the field of higher education.

Thorough background in fundraising best practices and experience in Blackbaud, Raisers Edge, or Millennium database management for donor and solicitation records.

Valid driver's license required.

### Knowledge and Skills

Broad knowledge of the principles and practices of annual giving and major gift fundraising.

Highly developed interpersonal, written, and verbal communication skills.

Ability to work effectively with the campus community and external customers.

Ability to work independently and as a member of a team.

Ability to provide leadership in gift solicitation.

Ability to recruit, motivate and encourage volunteers.

Ability to listen effectively to discern donors' interests and concerns.

Ability to travel nationally.

Ability to work evenings and weekends for college events and donor cultivation events.

Ability to work effectively with a diverse community.

### Physical Requirements:

Limited pushing, pulling, lifting. Lifting would not exceed 20 lbs.

Mobility on campus and ability to travel necessary.