



Job Descriptions

Director of Major Gifts

Reporting to the Vice President of Advancement, the Director of Major Gifts is responsible for the overall management of the major gifts program, which is charged with managing relationships and securing support from donors who are capable of making major gifts.

This individual will manage a personal portfolio of 100-150 prospects, as well as manage the major gift officers, and administrative projects.

This individual will develop and implement a plan for major gift fundraising across the country.

The Director of Major Gifts will work closely with faculty and staff, both within the division and around the college, to promote the acquisition of major gifts.

This individual will also work closely with the Associate Vice President of Advancement and Director of the Annual Fund to ensure coordination amongst all giving programs.

This officer must be able to work independently while also working as a member of the college advancement team.

The DMG candidate will be an individual with a rich development background, who has had progressive and successful development experience in major gifts and who has a strong track record of successful management.

The ideal candidate cares deeply about mentoring gift officers and the development profession and has worked in higher education.

Principal Duties:

- Qualify and cultivate prospective donors.
- Develop and propose strategies for solicitation of major gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
- Manage 3-4 staff members.
- Develop and implement programs for major and planned gifts staff professional development, process documentation and improvement, and progress tracking.
- Work closely with other managers to insure effective coordination of effort with their programs and to reinforce the prospect relationship continuum.
- Participate, as required, in Advancement Division team efforts including solicitation strategy teams for key prospects and internal planning efforts.
- Keep current on programs and faculty/research/student initiatives at the college.
- Work closely with the Director of Donor Relations to coordinate an effective program for recognition, involvement and stewardship of major gift and planned gift donors.

Skills and Abilities:

- Ability to understand the needs and interests of major donors in order to develop relationships between them and the College.



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- Interest in all aspects of education and a dedication to promoting the College's fundraising priorities through developing excellent working relationships with faculty, senior academic leaders, trustees and other volunteers, and the advancement office team.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Ability to see and understand the objectives of the major gifts group, the planned giving group and the advancement division, and to integrate the major gifts program with those objectives.
- Ability to initiate, analyze, monitor, evaluate and alter strategic advancement plans.
- Ability to articulate the case for support so that individuals "buy into" the vision/mission/goals of the college and understand with sufficient effectiveness to secure major gifts and pledges.
- Excellent oral, written, interpersonal, analytical and organization skills required.
- Knowledge of tax laws that impact charitable giving, personal assets and estates.
- In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle (1) to initiate contacts with potential major donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- Must be able to travel around the region and to other areas of the country.
- Must have a valid driver's license.

Qualifications:

- Five or more years of individual major gift fundraising, preferably in higher education and two or more years of management experience.
- Bachelor's degree required; Master's degree preferred.
- Significant experience in managing donor relations/stewardship operations.
- Broad based knowledge of educational fundraising.
- As expected of all employees, this position requires the incumbent to perform his/her job responsibilities in a manner consistent with the overall mission and core values.