
Job Title	Development Officer
PVN ID	BA-1512-000859
Category	Administrative Services
Location	BARUCH COLLEGE
Department	College Advancement
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 02, 2016 (Or Until Filled)

General Description

Baruch College seeks a highly organized, fundraising savvy individual to join its College Advancement team whose primary goals include: Increasing recent graduates and reunion participation in terms of dollars and donors. Reporting to the Deputy Director of Special Gifts, the Development Officer will help coordinate Baruch's campus philanthropy initiatives, working directly with prospects to solicit gifts at the \$100+ level. Located in the Gramercy Park neighborhood of New York City, Baruch College is a senior college of the City University of New York system (CUNY), and houses three schools: the Zicklin School of Business (the largest business school in the United States), the Weissman School of Arts & Sciences, and the School of Public Affairs.

Other Duties

The following are the areas of responsibility:

Front Line Fundraising

Maintain a personal portfolio of at least 100 prospects consisting of reunion, parents, and Associate leadership, responsible for discovery, cultivation, face-to-face solicitation and stewardship.

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Program Administration

Material Production: Manage the creation and dissemination of extensive toolbox of cultivation/stewardship communication pieces including informational mailings, personalized invitations to campus events.

Reporting & Tracking: Create management reports as needed, call reports and meeting request memos. Maintain a detailed record of prospect management in database.

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Campus Philanthropy

Work with a committee on recent graduate outreach

Work with students to develop a student giving program

Coordinate the employee giving program

Develop a parent giving program

May perform other duties and attend other events as assigned

Qualifications

Bachelor's degree plus 4 years of experience required, with experience in fundraising preferred. Excellent computer skills and database experience preferred; experience with Raiser's Edge preferred. Excellent communication skills (written and verbal), and excellent interpersonal skills. Keen ability to work independently and as a team member in a fast-paced environment.