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| <b>Job Title</b>      | Major Gifts Officer                 |
| <b>PVN ID</b>         | QC-1610-001467                      |
| <b>Category</b>       | Managerial and Professional         |
| <b>Location</b>       | QUEENS COLLEGE                      |
| <b>Department</b>     | Office of Institutional Advancement |
| <b>Status</b>         | Full Time                           |
| <b>Salary</b>         | Depends on qualifications           |
| <b>Hour(s) a Week</b> | 35                                  |
| <b>Closing Date</b>   | Jul 02, 2018 (Or Until Filled)      |

## General Description

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About the Major Gifts Officer Position: The Major Gifts Officer is designed to significantly build the major gifts program of individual donors at the \$25,000+ level, including developing strategies, analysis, implementation and reporting. The position reports to the Director of Development and will be part of a team of professionals who are devoted to securing significant resources to further the mission of Queens College.

## Other Duties

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1. Ensure success through consistent, strategic cultivation and solicitation of major gifts prospects.
2. Maintain a portfolio of 150-175 current and prospective major donors with a focus on \$25,000 level gifts or above.
3. Develop strategies to identify, cultivate, solicit and steward major and planned gifts.
4. Manage record keeping and reporting to both internal and external concerns, ensuring that a flow of information (reports, proposals, letters, materials for prospects) is handled efficiently and smoothly.
5. Maintain an active schedule of donor meetings with the goal of maximizing donor interests and relationships.
6. Work closely with the Director of Development, senior administrators and Queens College Foundation Board members to guide cultivation and stewardship of major donor relationships.
7. Work closely with interdepartmental staff, faculty, and Deans to identify prospects and fundraising opportunities.
8. Ensure that acknowledgements to high-level donors are personal and timely.
9. Serve as a key member of the fundraising team, participating in developing strategies to achieve

department-wide goals.

10. Create, update, and maintain Raiser's Edge records as needed.

11. Other duties and special projects as assigned by the Director of Development.

## Qualifications

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Bachelor's degree required; advanced degree desirable. At least three years of fundraising experience, preferably in higher education; proven track record of securing gifts at the major gift level. A demonstrated ability to design and implement effective cultivation, solicitation and stewardship strategies for individual giving. Experience working with volunteers; the ability to manage complex relationships, a proven collaborator with teamwork skills. Superior communication and written skills, exceptional interpersonal skills; demonstrated ability to build and maintain relationships with high level prospects. A very strong work ethic supported by commitment and follow through; willingness to travel; proven ability to manage multiple tasks and adhere to deadlines.