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| Job Title | Major Gifts Officer |
| PVN ID | QC-1908-003234 |
| Category | Managerial and Professional |
| Location | QUEENS COLLEGE |
| Department | Development Office |
| Status | Full Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 35 |
| Closing Date | Apr 15, 2020 (Or Until Filled) |

General Description

The position 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 Executive 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

- Ensure success through consistent, strategic cultivation and solicitation of major gifts prospects.
- Maintain a portfolio of 150-175 current and prospective major donors with a focus on \$25,000 level gifts or above.
- Develop strategies to identify, cultivate, solicit and steward major and planned gifts.
- 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.
- Maintain an active schedule of donor meetings with the goal of maximizing donor interests and relationships.
- Work closely with the Executive Director of Development, senior administrators and Queens College Foundation Board members to guide cultivation and stewardship of major donor relationships.
- Work closely with interdepartmental staff, faculty, and Deans to identify prospects and fundraising opportunities.
- Ensure that acknowledgements to high-level donors are personal and timely.
- Serve as a key member of the fundraising team, participating in developing strategies to achieve department-wide goals.
- Create, update, and maintain Raiser's Edge records as needed.
- Other duties and special projects as assigned by the Executive Director of Development.

Qualifications

Bachelor's degree required; advance 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 strong work ethic supported by commitment and follow through; willingness to travel; proven ability to manage multiple tasks and adhere to deadlines. A cover letter is also required and must state why you would excel in this position.