
Job Title	Major Gifts Officer
PVN ID	QC-2109-004263
Category	Managerial and Professional
Location	QUEENS COLLEGE
Department	Development
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 13, 2022 (Or Until Filled)

General Description

Queens College is seeking to fill the position of Major Gifts Officer in the Office for Institutional Advancement. This individual will be primarily responsible for the cultivation, solicitation, and stewardship of donors at the \$25,000-\$100,000 level. The position reports to the Director of Leadership Giving 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

Responsibilities of this role include, but are not limited to, the following:

1. Maintaining a portfolio of 100-125 current and prospective major donors with a focus on \$25,000-\$100,000 level gifts or above.
2. Developing strategies to identify, cultivate, solicit and steward major gifts.
3. Managing 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.
4. Maintaining an active schedule of donor meetings with the goal of maximizing donor interests and relationships.
5. Working closely with the Development team and senior leadership to guide cultivation and stewardship of major donor relationships.
6. Working closely with interdepartmental staff, faculty, and deans to identify prospects and fundraising opportunities.
7. Writing proposals and gift agreements throughout the gift solicitation process.

8. Serving as a key member of the fundraising team by participating in the development of strategies to achieve department-wide goals.
9. Creating, updating and maintaining Raiser's Edge records to ensure pertinent information is recorded.
10. Other duties and special projects as assigned.

Qualifications

Applicants must have a BA degree and at least 3 years of fundraising experience; superior communication and written skills; exceptional interpersonal skills; demonstrated ability to build and maintain relationships with high-level prospects; the ability to manage complex relationships; a strong work ethic supported by commitment and follow through; proven ability to manage multiple tasks and adhere to deadlines; and a collaborative approach with strong teamwork skills. A cover letter is also required and must state why you would excel in this position.