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  

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 flor 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.  
• Creat, 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.