

CLASSIFICATION SPECIFICATION

Director of Major and Planned Gifts

FT/PT Class Code: 3132,3631 Pay Grade: B/C 23 FLSA: Exempt Est. 03/19/19

SUMMARY STATEMENT: An incumbent is responsible for prospecting and securing individual, corporate and foundation donors through outright gifts, naming opportunities, endowments, planned gifts, and corporate grants, as well as through major gift and capital campaigns.

NATURE AND SCOPE:

An incumbent in this position reports to the senior director of major and planned gifts and is responsible for identifying, cultivating, enhancing, and stewarding strong partnerships with private donors, corporations, and foundations to advance the College's major and planned gifts program and meet the identified fundraising priorities. The incumbent researches and cultivates major gift prospects and assists the senior director of major and planned gifts in the development and execution of related action plans. Typical internal contacts include vice presidents, development staff, administrators, faculty, staff, and Campus Development Council members, as well as prospective donors, major donors, and a broad spectrum of senior management officials at private corporations and foundations.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Manages personal portfolio of major and planned gift prospects and advances them through the gift pipeline. Records all actions in the donor database.
2. Identifies, cultivates, and solicits corporate grants and completes related performance reports.
3. Identifies, cultivates, and solicits foundation gifts and completes related performance reports.
4. Conducts research on high-end prospects and assists the senior director of major and planned gifts in the development and execution of related action plans.
5. Develops and manages the execution of letters of intent and donor agreements for named, endowed, planned, and current-use gifts in accordance with College policy.
6. Serves as the primary resource for all Campus Development Councils, including assisting the vice president and campus directors with activities and attending all meetings.
7. Collaborates with development services staff to produce prospect donor reports, gift reports and donor relations collateral.
8. Serves on cultivation/stewardship teams with senior leaders, development staff, and other College employees to enhance donor relations when needed.
9. Assists designated vice president and campus director in hosting prospects and donors.

PRINCIPAL ACCOUNTABILITIES, cont'd:

10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the community in the area surrounding the assigned campus location.
- ◇ Knowledge of fundraising strategies and techniques.
- ◇ Knowledge of tax benefits associated with various forms of charitable gifts including cash donations, land donations, charitable gift annuities, and charitable remainder unitrusts.
- ◇ Knowledge of non-profit law.
- ◇ Knowledge of word processing, spreadsheet, and database management software.
- ◇ Skill in developing and conducting presentations.
- ◇ Excellent interpersonal and communication skills.
- ◇ Strong writing, organizational, and analytical skills.
- ◇ Knowledge of College policies and procedures.
- ◇ Ability to effectively communicate in both oral and written form.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.