

CLASSIFICATION SPECIFICATION

Senior Director of Major and Planned Gifts

FT/PT Class Code: 3116, 3616 Pay Grade: B/C 25 FLSA: Exempt Est. 06/01/18

SUMMARY STATEMENT: An incumbent provides administrative oversight for prospecting and securing individual, corporate and foundation donors through outright gifts, naming opportunities, endowments, planned gifts, corporate grants and major gift and capital campaigns.

NATURE AND SCOPE:

The incumbent in this senior executive staff position reports directly to the vice president for institutional effectiveness and development in the Office of the President. Reporting to the position is a director of development and an administrative specialist for development.

An essential component of this position is to provide leadership in 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 specific identified needs of the College. The incumbent in this position develops and executes strategies to administer major gift and capital campaigns, as well as researches and cultivates major and planned gift prospects for the president and vice presidents. Typical contacts include the College president, vice presidents, development staff, administrators, faculty, staff, Board Development and Public Affairs Committee members, and Campus Development Council members, as well as prospective donors, major and planned gift donors, and senior management officials at private corporations and foundations.

PRINCIPAL ACCOUNTABILITIES:

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

1. Oversees the daily administration of the identification of high-end prospective donors for the president and vice presidents. Develops and executes related action plans. Accompanies the president and vice president on prospective donor visits. Maintains action report on president's prospects.
2. Plans and manages the College major gift and capital campaigns.
3. Identifies, cultivates and solicits individuals for major and planned gifts.
4. Develops and manages annual planning goals, strategies, fundraising targets and assessment related to major and planned gifts.
5. Manages personal portfolio of major and planned gift prospects and donors and advances them through the gift pipeline. Ensures all personal actions, as well as those of the president and vice presidents, are recorded in the donor database.

PRINCIPAL ACCOUNTABILITIES, cont'd:

6. Collaborates with senior administrators to identify College funding priorities and leads development staff in determining and securing viable funding sources.
7. Collaborates with development services staff to produce prospect donor reports, gift reports and donor relations collateral.
8. Serves on cultivation and stewardship teams, as needed, with senior leaders, development staff and other College employees to enhance donor relations.
9. Assists designated vice president and campus director in hosting prospects and donors.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of database software.
- ◇ Knowledge of fundraising strategies and techniques.
- ◇ Knowledge of word processing, spreadsheet, and database management computer software.
- ◇ Knowledge of College policies and procedures.
- ◇ Skills in developing and conducting presentations.
- ◇ Strong writing, organizational, and analytical skills.
- ◇ Excellent interpersonal and communication skills.
- ◇ 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.