POSITION DESCRIPTION

TITLE: Development Officer - Major Gifts - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting to the Assistant Vice President of Development, the Development Officer – Major Gifts is responsible for cultivating, soliciting, and stewarding major gifts for St. Mary’s College of Maryland. The position will be regional (remote), with a preference for the greater Baltimore/Washington D.C. area, and will fundraise regionally and nationally on behalf of the College. The position helps identify and engage prospective and current donors in the life of the institution in a way that generates enthusiasm for making philanthropic investments and results in lasting relationships with the College. The position will also be responsible for guiding planned giving.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Helps develop and actively manages a portfolio with a minimum of 100+ major gift prospects/donors (rated $10,000+), moving them through the fundraising cycle and concentrating on the College’s funding priorities. Develops and executes a strategy for each prospect/donor.
- Completes at least 120 major gift visits annually, face-to-face preferred, with the expectation of a set number of major gift solicitations each year; meets or exceeds metrics.
- With the Development Unit, helps ensure timely communications/reports through the fundraising cycle and that prospect/donor needs are met; follows best practices.
- Works with the Development Research Coordinator to enrich the major gift pipeline.
- Records and tracks interactions and related prospect/donor data in a timely manner. Produces progress and other reports as requested and maintains the security and confidentiality of prospect/donor information.
• Assists the Development Unit with planned giving opportunities; develops, implements and manages planned giving communications; and guides the Development Unit’s planned giving strategies.

• Assists in the execution of Institutional Advancement programs and events.

• Leads special related projects.

• Performs the majority of the work – approximately 90%, off campus and approximately 10% on campus per month – as directed by the Assistant Vice President of Development in tandem with the Vice President for Institutional Advancement.

• Assists in Institutional Advancement’s strategic planning, goal setting, and assessments.

MINIMUM QUALIFICATIONS:

• Education: Bachelor’s degree or higher preferred.

• Experience: Minimum of five years of experience in fundraising with an educational institution, nonprofit or comparable setting. Demonstrable experience in soliciting and securing major gifts including planned gifts. Experience with databases like Raiser’s Edge is a plus.

• Strong technology and communication/writing skills and a proven ability to interact successfully with a variety of constituents, both internal and external.

• Strong organizational/planning skills and a proven ability to work effectively as part of a team and meet deadlines and metrics.

• Must be honest, trustworthy and reliable.

• Must have a valid driver’s license.

• Ability to travel is required.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.