

Date: November 3, 2021

Position: Major Gift Officer
Office of Advancement
Full Time Position

Summary Description: Reporting to the Vice President of Advancement, the Major Gift Officer is responsible for the identification, cultivation solicitation, and stewardship of major donor prospects with the capacity of making gifts of \$25,000 or more. The Major Gift Officer will secure funds for Spring Hill College by managing a portfolio of assigned donors, securing funds, and achieving annual fundraising goals, representing the College, its programs, and establishing connections between donors' philanthropic interests and the priorities of the College.

Description of Duties and Responsibilities:

Essential Functions

1. Secures philanthropic gifts and grants for the College by identifying, cultivating, and soliciting major gift prospects. Prepares proposals, advises donors on the benefits of various gift arrangements, and asks and closes major gifts for the College. Stewards donors after gifts are committed.
2. Effectively uses a prospect management system to maintain a portfolio of major gift prospects.
3. Builds and establishes long term relationships that benefit the College.
4. Represents the College in external meetings and functions with potential donors.
5. Attends weekly and monthly meetings as required.
6. Prepares and submits contact reports, and required weekly and monthly reports.
7. Participates in annual and long range planning for the major gifts program.
8. Extensive travel required.
9. Excellent interpersonal and communication skills required.
10. Performs other essential duties and tasks of the Office of Advancement as required.

Marginal Functions

1. Attends meetings and/or special events as a representative of the College as required.
2. Completes or supervises completion of other administrative duties or paperwork as required.
3. Participates in the strategic planning process.

Required Knowledge, Skills, and Abilities: Individual must possess the following knowledge, skills, and abilities or be able to demonstrate competency of the essential functions of the job, with or without reasonable accommodation, using a combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Excellent communication skills and writing ability; strong interpersonal skills.
3. Understanding of the principles of nurturing donors and potential donors, major gift fund raising, and prospect management.
4. Ability to set priorities and meet tight deadlines.
5. Computer literate; willing and able to quickly learn the College's database system.
6. Ability to prepare and implement short-range and long-range plans of action.
7. Ability to interact effectively with faculty, staff, administration, and a wide range of College constituencies.
8. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
9. Ability to orally communicate effectively with others, with or without the use of an interpreter.
10. Willingness and ability to attend College events at various hours as required.
11. Ability and willingness to travel.

Qualification Standards:

Education/Experience: Bachelor's degree and one to three years of increasingly successful experience in major gift fundraising in higher education, nonprofit or similar setting or commensurate related sales/public relations experience. Campaign experience and knowledge of Raiser's Edge software is desirable.

Licenses: Valid driver's license with acknowledgment and approval from the College's insurance provider.

Other Preferences: Experience in organizing and directing solicitation programs.

Other Considerations: Hiring process includes, e.g., a criminal history background search. This person is considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

Position is open until filled. To apply, please mail a cover letter and resume to: rbanks@shc.edu or Rachael Banks, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608.