

Memo to: College Community
From: Human Resources
Re: Open Position—PLEASE POST
Date: August 12, 2022

Position: Major Gift Officer, Division of Advancement, Full-Time Position

Summary Description: Reporting to the Director of Development, 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, achieving annual fundraising goals, 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. Works in collaboration with Advancement staff to meet or exceed fundraising goals.
3. Effectively uses a prospect management system to maintain a portfolio of major gift prospects and track interactions through contact reports.
4. Travels extensively for face-to-face meetings.
5. Builds and establishes long-term relationships that benefit the College.
6. Effectively manages a variety of professional relationships including individual donors, foundations, and businesses.
7. Represents the College in external meetings and functions with potential donors.
8. Attends weekly and monthly meetings as required.
9. Participates in annual and long-range planning for the major gifts program.
10. Excellent interpersonal and communication skills required.
11. 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. Understanding of the principles of nurturing donors and potential donors, major gift fundraising, and prospect management.
3. Excellent oral and written communication skills and ability to write persuasive proposals.
4. Excellent interpersonal and relationship building skills with the ability to work in a cooperative manner with a diverse group of internal and external constituents.
5. Organized with the ability to set priorities, meet tight deadlines, and work independently with initiative.
6. Ability to prepare and implement short-range and long-range plans of action.
7. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
8. Ability to orally communicate effectively with others, with or without the use of an interpreter.
9. Willingness and ability to attend College events at various hours as required.
10. Ability and willingness to travel.
11. Advanced computer skills and working knowledge of software programs and database systems.
12. Must respect and maintain the confidentiality of information.

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: lrobinson@shc.edu or Spring Hill College, Human Resources, 4000 Dauphin Street, Mobile, AL 36608.