

**Organization:** THE COLLEGE OF SAINT ROSE

**Position Title:** MAJOR GIFTS OFFICER

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Reporting to the Director of Major Gifts, this position serves as a key member of the Institutional Advancement team and will be responsible for implementing strategies toward achieving the philanthropic goals of the College. The Major Gifts Officer will be charged with securing capital, endowment and operating support for College priorities.

### **ABOUT THE COLLEGE OF SAINT ROSE**

The College of Saint Rose is a dynamic institution of higher education, enrolling nearly 4,000 students. Located in the City of Albany, the heart of New York State's Capital Region, the College is a private, independent, coeducational institution, defined by dedicated faculty, administrators, and staff, all focused on transforming the lives of our students. Through a strong liberal education curriculum, and professional programs, Saint Rose serves four-year, transfer and graduate students in undergraduate, graduate degree and advanced certificate programs in four academic schools: Arts and Humanities; Business; Education; and Mathematics and Sciences. The College is preparing to celebrate its Centennial in 2020 with the launch of the 2016-2020 Strategic Plan which focuses on global connectedness, student success and fostering creativity and innovation. Guided by the values of our founders, the Sisters of Saint Joseph of Carondelet, the College is proud of its mission of service to the urban community. As an institution that values inclusion, we seek to attract and employ individuals who reflect the cultural diversity found within our student body, and across the nation and globe

### **RESPONSIBILITIES:**

1. Identify, cultivate, and solicit donors and prospective donors capable of making major gifts in support of the College's institutional priorities.
2. Personally manage a portfolio of major gift prospects and attain annual goals, including a minimum of 150 contacts with prospective donors, and a minimum of twelve (12) major gift solicitations in year one.
3. Develop strategies and execute outreach, cultivation, solicitation and stewardship meetings with new and existing donors.
4. Prepare a wide variety of written correspondence (for senior management, solicitation proposals, letters of inquiry, stewardship proposals, acknowledgements and related materials).
5. Support donor recognition activities and events which have a strategic impact on the success of the major gifts program and fundraising for College-wide priorities.
6. Facilitate productive relationships between donors, senior administrators, and other College staff to solicit high-level gifts in support of fund-raising priorities. As appropriate, introduce and involve additional College staff in the fund-raising process.
7. Manage administrative responsibilities, including timely completion of proposal, pledge and commitment documents; documentation of individual prospect strategies and evaluation of new prospects; stewardship reports; and general correspondence.
8. Correspond with and visit prospects, donors, and their advisors. Travel as appropriate to fulfill duties. Maintain and submit timely reports on visits with prospects and donors.
9. Working in concert with the Director of Major Gifts, prepare annual and long-range plans and forecasts for administrative review, and coordinate plan revisions and updates.

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10. Develop and implement projects/ initiatives aimed at bringing new major donor prospects into the College's gift pipeline.
11. Perform other responsibilities as identified by the Director of Major Gifts.

**Requirements:**

1. Bachelor's degree required. Master's degree preferred.
2. At least five years of demonstrated fundraising success as a development professional preferably in higher education.
3. Ability to interact effectively with volunteers, prospects, trustees and the campus community.
4. Ability to oversee multiple projects and quickly discern and prioritize complex and competing interests.
5. Advanced level computer skills using a Windows based operating system, specifically MS Word, Excel, Outlook and Internet.
6. Understanding of fundraising best practices and ability to develop, manage and execute a tactical plan.
7. Excellent oral and written communication skills, diplomacy, superb organizational skills and a desire to be part of a dynamic fund raising team.
8. Available to travel, including evenings, weekends, and holidays, when needed/necessary.
9. Demonstrated problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the College.
10. Ability to work occasional nights and weekend to support Institutional Advancement department and related College events.

***For additional information and application instructions,***

***log on to our website at this link: <https://strose.interviewexchange.com/jobofferdetails.jsp?JOBID=93576>***

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