

Job Opening

Gift Officer

Classification	Exempt
Department	Institutional Advancement (IA)
Reports To	Associate Vice President for Institutional Advancement

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

The Gift Officer (GO) is a priority role for King's requiring a motivated self-starter who will enjoy working in a fast-paced environment while building mutually supportive relationships with alumni, staff, faculty, and volunteers. The position requires an individual who values and exhibits teamwork, perseverance, optimism, and can think strategically and creatively. The position also requires extensive data analysis and the ability to make data-driven decisions. The GO manages a pool of approximately 250 prospects and the qualification of prospects at the \$10,000 - \$25,000 level. As part of their 130 - 140 annual visits, the GO will solicit their prospect pool for annual and leadership gifts and strive to recruit new 1946 Society members (planned gift closures). Other responsibilities include effective collaboration and partnership with colleagues and peers in the IA Division and across the College, staffing College administrators on development visits with prospects and donors; and recording activities, contacts, proposals, and strategic plans in the donor database.

This position requires in-depth knowledge of the College, its initiatives, and its internal and external constituents to serve as a King's representative, and a liaison between the IA Division and King's alumni and friends. The GO routinely interacts with a variety of internal colleagues, including those in Advancement leadership, Alumni Engagement & Experience, Development, various academic departments, and faculty members, among others.

Primary Relationships

- Reports to the Associate Vice President for Institutional Advancement.
- When necessary, interacts with the President, senior administration, and others to facilitate relationship building with potential prospects.

Essential Elements

1. Identify, qualify, cultivate, and solicit prospects with the capacity to make gifts ranging between \$10,000 and \$25,000.
2. Actively participate in the identification and solicitation of annual giving leadership and major gift prospects.
3. Work as a member of the Development and Campaign Team to establish and track the giving strategy for individual prospects.
4. Inform and cultivate prospects' interest in King's College.
5. Convey priorities of the College through written and oral communications.
6. Match prospects' interests to institutional needs.
7. Involve appropriate volunteers and staff members with cultivation and solicitation process, as needed.
8. Provide stewardship after a gift is made.
9. Utilize the donor database (CRM) for daily reporting, logging interactions with constituents, and managing a portfolio strategically and efficiently.
10. Ensure open communication with colleagues across the IA Division.
11. Perform other duties as requested by the Associate Vice President for Institutional Advancement or the Vice President.

Required Skills, Training, and Experience

- Bachelor's degree.
- Excellent interpersonal skills, including relationship management.
- Experience with direct marketing techniques.
- Time management skills and the ability to manage multiple priorities.
- Success as an innovator and creative problem-solver.
- Excellent written communications and public speaking skills.
- Experience with analyzing data and making data-driven decisions.
- Experience in personal gift solicitation or in sales.
- Donor CRM experience a plus.
- Willingness and ability to work weekends and evenings as required.
- Moderate travel required.

Preferred Qualifications

- Demonstrate the highest ethical standards.
- Have a high motivation for success, coupled with diplomacy, tact, and consistent follow through.
- Operate with an optimistic and a positive attitude and have a good sense of humor.
- Employ excellent relationship-building skills.
- Possess excellent oral, written, and interpersonal communication skills.
- Utilize excellent management and organizational skills.
- Can work independently and satisfy defined metrics for success, but also work collaboratively with members of the IA team as well as other departments across the institution including volunteers, members of the Board of Directors, the President's Council, and similar entities.
- Demonstrate the ability to work effectively with individuals of diverse backgrounds, personalities, and life experiences.
- Show proven effectiveness in one-on-one qualification, cultivation, solicitation, and stewardship.
- Be proficient in Microsoft Office Suite and experience working with donor databases or CRM systems (Raiser's Edge experience preferred.)
- Possess a willingness and ability to travel and to work weekends and evenings as required.
- Possess a valid driver's license.

Working Conditions

Standard office setting. Duties performed are primarily in an office environment while sitting at a desk or computer workstation or in meetings. Must be willing and able to work evening and weekend hours and attend College events outside normal business hours as required. Incumbents regularly sit for long periods; walk short distances on a regular basis; travel to various locations to attend meetings and conduct work; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; stoop or kneel or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry and/or move objects weighing up to 10 pounds.

Please submit applications to hrjobs@kings.edu by March 10, 2023.

Internal candidates please submit resume to hrjobs@kings.edu by March 4, 2023.