

Major Gifts Officer

Classification	Exempt, Full-Time 12-month
Division/Department	Institutional Advancement
Reports To	AVP for Institutional Advancement, Development & Campaign
Position Location	On-Campus, with Remote availability and Travel required

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 Summary

The successful candidate will secure pledges and gifts that contribute to the advancement of the College's mission and achievement of its strategic goals. The MGO plays a role in all aspects of the gift cycle: actively identifying, cultivating, soliciting, and stewarding major gift prospects, including alumni, parents, and friends of the College. This team member will develop, implement, and execute effective cultivation, solicitation, and stewardship plans. The MGO will work with IA team members, administrators, faculty, staff, volunteers, and other constituencies as needed to engage prospects.

Essential Elements and Success Metrics

1. Manage a portfolio of major giving prospects made up of alumni and friends.
2. Visit and otherwise communicate with alumni and friends of King's College who are major gift prospects. The purpose of the visits and communications can be for qualification, cultivation, solicitation, and stewardship.
3. Builds effective relationships with a range of constituents and seeks to secure financial support at different levels in accordance with where prospects and donors stand within the cultivation continuum.
4. Develop customized strategies of prospect and donor engagement.
5. Craft effective and brand-consistent written proposals and collateral materials.
6. Follow moves management protocol, including timely submission of weekly progress reports and call reports, and adherence to gift-related policies.
7. Derive a deep satisfaction from working collaboratively and contributing to the overall success of the Advancement team and the College.

8. Ability to quickly learn and adapt to the donor database (CRM) and utilize it for daily reporting and call entry
9. Maintain a public presence in local communities through personal service.

Required Skills, Training, and Experience

1. A bachelor's degree or experience commensurate with position
2. 5 years of development/fundraising experience preferably in (but not limited to) higher education.
3. Significant experience in qualifying and cultivating prospects, making personal solicitations, and closing gifts is required
4. Exhibits the highest ethical standards and demonstrates a hunger to be successful.
5. Ability to work independently and satisfy defined metrics for success.
6. Strong MS Excel ability, and proficient in Microsoft Office Suite and other computer software. (ex. Blackbaud, Raiser's Edge, NXT)
7. Reflects an approachable, optimistic, and positive attitude.
8. Excellent management, organizational, and leadership skills.
9. Excellent verbal and written communication skills.
10. Demonstrated ability to effectively communicate to large groups, and with diverse populations at various professional levels.
11. Ability to work independently and satisfy defined metrics for success.
12. Proven effectiveness in one-on-one qualification, cultivation, solicitation, and stewardship.
13. Demonstrated ability to build effective relationships with colleagues across campus and with external stakeholders
14. Sense of humor.

Physical Conditions

Fast paced, high-energy environment. Some travel, evenings and weekends are required throughout the year. Prolonged periods of sitting at a desk and working on a computer and telephone.