

**POSITION ANNOUNCEMENT: MAJOR GIFTS OFFICER**

Lenoir-Rhyne University’s Advancement Office is dedicated to building strong, lasting relationships with the institution’s various constituencies, as well as to broadening the university’s base of support and securing the financial resources necessary for Lenoir-Rhyne to continue achieving excellence in teaching, research and scholarship.

Lenoir-Rhyne University is seeking to hire a **Major Gifts Officer** to ​join our talented and dynamic team of fundraisers. The **Major Gifts Officer** will ​identify, cultivate, solicit, and steward donors of the university for gifts at a leadership giving level. The **Major Gifts Officer** will manage a portfolio of prospects with a focus on $​25​K​+​ capacity prospects, and ​will work with the AVP for Development to ensure maximum success of the university’s fundraising priorities. In addition, this role is responsible for helping to build a culture of philanthropy across the Lenoir-Rhyne community.

The **Major Gifts Officer** will report to the Associate Vice President for Development and will play a critical role in helping the university meet its fundraising goals while advancing the university’s strategic direction as outlined by the Board of Trustees and President.

**Description of Duties:**

* Conduct a minimum of 125 face-to-face visits during the fiscal year
* Manage several geographic territories with a portfolio of 200-250 prospects
* Identify, qualify, cultivate and solicit a prospect pool of highly rated individuals
* Solicit and close five, six, and seven-figure gifts
* Attend on and off-campus donor events
* Form collaborative team partnerships with other development staff members
* Perform other responsibilities upon request, as needed

**Required Qualifications:**

* Bachelor’s degree required
* A minimum of five (5) years of direct fundraising experience with a demonstrated track record of cultivating, soliciting, and closing major gifts
* Experience cultivating, soliciting, and documenting Planned Gifts and Estate Gifts
* Outstanding personal character as well as excellent listening, written, and interpersonal skills
* Valid driver’s license and ability to travel
* Evening and weekend work required for university events and donor meetings
* Proficient use of Microsoft Office, as well as familiarity with Raiser’s Edge and/or Blackbaud CRM database
* A high level of energy, innovation, integrity, and personal accountability are required

To complete the online application process (required), candidates are directed to: http://www.lr.edu/employment

While completing the application process, candidates will be prompted to submit a Letter of Application, and resume (including the names and addresses of three references). The application letter should discuss specifically how one’s professional experiences and perspectives relate to the needs of the position and of Lenoir-Rhyne University. (The University’s mission, vision, and values statements may be reviewed at: http://www.lr.edu/about.) To ensure full review, completed applications must be submitted by April 1, 2018, and the search will continue until the position is filled. Any questions regarding the position or the search process should be submitted electronically to Ms. Kelly Knetsche, Search Committee Chair, at kelly.knetsche@lr.edu.

Lenoir-Rhyne University is a co-educational, private comprehensive liberal arts institution founded in 1891, with its traditional campus located in Hickory, North Carolina, a town of over 40,000, and additional campuses in Asheville and Columbia, SC. Situated in the foothills of the Blue Ridge Mountains, Lenoir-Rhyne is about an hour drive from Charlotte, Winston-Salem, and Asheville. By combining the liberal arts with professional studies, the University joins a rich foundation in the arts, humanities, social sciences, languages, religion, and natural sciences with over 50 undergraduate majors and nearly 30 master’s degree programs. With record enrollments each of the last nine years, the institution now enrolls nearly 2600 students at its three locales, and it anticipates continued managed enrollment growth over the coming years as it expands upon its mission. In pursuit of the development of the whole person, Lenoir-Rhyne University seeks to liberate mind and spirit, clarify personal faith, foster physical wholeness, build a sense of community, and promote responsible leadership for service in the world. Affiliated with the Evangelical Lutheran Church in America (ELCA), Lenoir-Rhyne promotes a diverse campus open to people from all religious backgrounds. It is an EOE/AA employer under all applicable civil rights laws. Women and minorities are encouraged to apply.