

Job Description

Job Title:	Major Gift Officer	Grade:	M
Report To:	Executive Director, Development	FLSA:	Exempt
Department/Area:	Institutional Advancement	Employee Type:	Full-time
Unit:	Institutional Advancement	Supervise Other(s):	No

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Develops and implements strategies for identifying, cultivating, soliciting, and stewarding individuals, organizations, private foundations, and businesses/corporations in major gift fundraising activities of Central Piedmont Community College Foundation.

Characteristics Duties and Responsibilities:

1. Articulates the case for support with effectiveness; communicates the priorities, goals, and mission of the College.
2. Identifies, cultivates, and solicits major donor prospects for significant contributions to the College in a comprehensive campaign/major gifts fundraising approach.
3. Manages a portfolio of at least 100 prospective and current donors who have the capacity to give \$100,000+ major gifts, planned gifts, and \$25,000+ annual gifts. Sets measurable outcomes for activities including meeting metrics for qualifying, cultivating, and soliciting significant contributions in support of the College’s mission and vision. Evaluates and revises strategies to improve results and strengthen donor relationships.
4. Facilitates and devises strategies for face-to-face meetings with donors. Identifies donor philanthropic interests, shares giving opportunities, and closes gifts. Works closely with other Foundation staff to advance donor relationships, drive new/renewed giving, coordinate gift arrangements and documentation, and oversee stewardship of assigned donors.
5. Works closely with Foundation and College leadership to manage prospect assignments, record contacts, and prepare board members, college president and other college leaders with training, materials, and strategies necessary to be successful. This includes defining meeting objectives, writing talking points, creating donor proposals, preparing meeting briefings, writing donor correspondence, and organizing collateral materials as needed.

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6. Serves as an integral part of the team that designs the College’s comprehensive campaigns, coordinating the development of campaign materials, activities, and events.
7. As assigned, may oversee and implement Foundation grant activity including preparing proposals, reports, and correspondence to support targeted college programs or initiatives. Manages relationships with assigned Foundation donors.
8. Maintains accurate and timely records/contact reports of all interactions with donors utilizing fundraising database and other tracking sheets as needed. Analyzes donor data and giving trends as needed to grow contributions.
9. Develops ideas and implements stewardship steps to creatively recognize donors in ways that reflect the College brand and mission.
10. Inspires and maintains positive relationships and communications with other Foundation and College colleagues to maximize donor relationships and philanthropy giving to the College.
11. Serves as a resource and collaborative team member on Foundation events. Attends all major on-campus alumni events and other events designed to engage donors and prospective donors in the College.
12. Maintains professional connections in and knowledge of fundraising field through professional memberships and conferences.
13. Contributes to the overall strategic plan for the Office of Institutional Advancement as it relates to Annual Giving and Alumni Relations.
14. Performs other duties as assigned.

Minimum Requirements:

Bachelor’s degree from an accredited college or university and five years of professional level fundraising experience in a higher education institution or non-profit setting.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of and experience with:

- Effective major gift fundraising techniques and practices, including annual fund, major gift solicitation techniques, and planned giving fundraising;

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- Volunteer management techniques;
- Association of Fundraising Professionals code of ethical conduct, National Committee on Planned Giving ethical practices and the Donor Bill of Rights.

Skill in:

- Computer proficiency in using standard software programs, fundraising databases (preference for Blackbaud’s Raiser’s Edge), and utilizing database reports;
- Leveraging successful fundraising and major donor cultivation events;
- Prioritizing and managing multiple donor meetings and relationships at varying stages.

Ability to:

- Work with internal and external partners, volunteers, donors, faculty, staff, and students from diverse communities with respect and attention to justice, equity, diversity, and inclusion.
- Prioritize and manage multiple projects, resolve problems, and make decisions;
- Excellent verbal and written communications skills;
- Strong interpersonal skills for building lasting donor relationships;
- Positive attitude and collaborative style that fosters workplace excellence and collegial staff support;
- Deepen donors’ connection to the institution via philanthropy and other engagement with the College.

Working Conditions:

Work is performed in an office environment. Exposure to computer occurs on a regular basis. Light physical exertion is required. May be required to work nights and weekends.

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