

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME:	Vacant
DATE:	FEBRUARY 2022
JOB TITLE:	MAJOR GIFTS OFFICER
FLSA STATUS:	EXEMPT
JOB-STATUS:	REGULAR FULL-TIME
JOB CLASS:	PROFESSIONAL
WORK LOCATION:	GACIOCH FAMILY CENTER
TITLE OF IMMEDIATE SUPERVISOR:	ASSOCIATE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
DEPARTMENT:	ADVANCEMENT
SECTOR:	INSTITUTIONAL ADVANCEMENT

JOB SUMMARY:

Under general supervision, the Major Gifts Officer is responsible for fundraising for university initiatives including the identification, cultivation, solicitation, and stewarding of an assigned portfolio of major gift prospects.

ESSENTIAL DUTIES:

- Maintain a portfolio of at least 150 donor prospects
- Solicit assigned prospects for gifts at \$25,000+
- Proactively develop and execute cultivation, solicitation, and stewardship plan for each major gift prospect involving university administrators, faculty, staff, and volunteers as appropriate
- Use multiple means of communication throughout the year to advance each prospect's relationship with the university and expand support for the mission and vision of the university
- Meet and exceed key performance indicators and metrics to include, a monthly target of face-to-face, meaningful prospect contacts, phone calls, and touchpoints
- Promote planned giving as an integrated part of portfolio management
- Maintain appropriate records for assigned prospects in the donor management system, including contact reports and cultivation, solicitation, and stewardship plans
- Participate in weekly prospect management review meetings
- Coordinate, with the Annual Fund office, a strategy for securing annual unrestricted gifts
- Assist with alumni and university events, including identifying key participants and encouraging attendance of prospects
- Expected to meet annual goals for solicitations and gifts as determined for each portfolio.
- Maintain confidentiality of information (including but not limited to: student and

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employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment.

- Perform other duties as assigned.

GENERAL DESCRIPTION:

% of Time

- 50% Primary prospect/donor contact for purposes of identification, cultivation, solicitation, and stewardship
- 20% Develop cultivation and solicitation plans, working with faculty and volunteers to implement those plans. Participate in prospect management review meetings
- 20% Coordinate programmatic fundraising initiatives
- 10% Produce appropriate documentation regarding prospect/donor contact

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Aptitude and skill to work effectively, developing and sustaining working relationships with affluent individuals often in leadership positions.
- 2) Ability to travel extensively and work non-traditional business hours including evenings and weekends.
- 3) Ability to work independently as well as collaboratively in a team environment.
- 4) Strong organizational, oral, and written communication skills.
- 5) Ability to manage multiple tasks and meet deadlines.
- 6) Must be articulate, high-energy, and goal-oriented.
- 7) Must possess a strong work ethic and unquestioned personal integrity.
- 8) Knowledge of planned giving instruments; experience in planned giving is preferred.
- 9) Ability to drive a personal or university vehicle for the purposes of university business on a regular basis.
- 10) Ability to read and comprehend various forms, documentation, files, and information

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in the department.

- 11) Working knowledge of relevant office technologies including Google Office Suite and aptitude for consistent daily use of donor management system.
- 12) Ability to receive telephone calls, respond to inquiries, and communicate with others by telephone.

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, calculator, cutting, labeling, and taping involve the extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS

- 1) Bachelor's degree in related field required. Master's degree preferred.
- 2) A minimum of three to five years of experience in fundraising or equivalent experience is required.
- 3) A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date