



Director of Major Gifts

Department: Institutional Advancement

FLSA Status: Exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 12 months; Evenings and weekends as required.

Job Status: 1.0 FTE

Reports To: Executive Director of Major Gifts

Amount of Travel Required: Up to 50%

Positions Supervised: None

POSITION SUMMARY:

Develops and implements a comprehensive strategy for identifying, cultivating, soliciting and stewarding a portfolio of leads and qualified prospects for annual, capital and planned gifts to Austin College. Focuses on closing gifts of \$25,000 and above. Participates with the development team in regular planning and strategy meetings. Performs essential functions personally or in conjunction with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Identifies and cultivates major gift prospects including following up on inquiries regarding significant gifts to the college.

Develops individual cultivation, solicitation, and stewardship plans for each prospect.

Works with prospects to educate them on college priorities, and solicit and close outright and planned gifts.

Manages approximately 100 prospects through personal visits, correspondence, electronic and telephone communication.

Personally solicits donors and prospects assigned to portfolio after qualification through face-to-face visits, including preparation of personalized materials.

Proactively identifies, develops, and delivers engagement opportunities to donors to maximize their financial and non-financial support.

Researches, develops, and writes funding proposals, special project appeal letters and reports as required.

Builds trusting relationships with advancement colleagues as well as deans, directors, prospects, donors, and volunteers.

Plans and attends events dedicated to cultivating major gift prospects.

Achieves approximately 65 face-to-face visits annually.

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Other Duties as assigned

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: Bachelor's degree (B.A.) from a four-year college or university. Three years' experience in fundraising or sales, and thinking strategically in an educational setting.

Desired: Experience in higher education fundraising.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) **(N/A)**

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions and track activity;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:

- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- travel locally and out of town;
- maintain a valid driver's license;
- work evenings and weekends;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems; pay attention to detail; develop, plan, and implement short- and long-range goals; manage personal travel budget; communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed;
- make objective decisions timely and effectively;

- work collaboratively with staff including other development officers as well as campus leaders, deans, directors, and faculty;
- apply organizational skills to daily tasks up to large projects;
- work under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with all levels of staff, faculty and third parties in a professional, collegial and effective manner;
- demonstrate enthusiasm and commitment to the goals of the college;
- achieve expected results while encouraging cohorts to do the same;
- establish and maintain cooperative employee, donor, or College friend relationships;
- exude confidence and optimism and to quickly recover from setbacks or disappointments;
- become immersed in the key strategies and initiatives of the college;
- model high standards of honesty, integrity, trust, and ethical behavior.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the incumbent must demonstrate the following:

- Independence of Action/Initiative - Exercise good judgment in problem solving and decision-making.
- Service Orientation - Demonstrate a 'customer friendly' philosophy with internal and external customers.
- Resourcefulness/Creativity - Present a variety of options to fulfill job responsibilities and meet workplace objectives.
- Communication Skills - Present ideas effectively. Convey thoughts clearly and concisely. Listen well and ask appropriate questions.
- Teamwork-Work effectively with other employees. Offer help when needed.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment. May work outdoors in preparation for and attendance at events.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. *It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.* Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____