

## STAFF POSITION DESCRIPTION

Location:

Claremont, CA



Job Posting Title:

**Major Gift Officer**

Job Details and Requirement:

Department: Advancement Supervisor: Assistant Vice President for Advancement

### GENERAL DESCRIPTION

Working independently and reporting to the Assistant Vice President for Advancement, the Major Gifts Officer is responsible for managing a portfolio of a minimum of 100 – 150 donor prospects through a process of identification, cultivation, solicitation, and stewardship to secure the financial support necessary to advance the strategic goals and priorities for Pitzer College.

The successful candidate will have an established track record of successful major gift fundraising. exceptional writing, speaking, and listening skills; a talent for engaging others and building positive interpersonal networks; attention to detail; independent and sound judgment; and the ability to both follow instruction and be entrepreneurial as assigned. Must manage complex tasks and meet deadlines while satisfying expectations; have knowledge of college programs and offices; and familiarity with topics of concern to prospective donors to respond immediately. Initiate and nurture strong working relationships with both professional and volunteer leadership of the College is critical. A willingness to travel and work non-traditional hours is essential.

### ESSENTIAL FUNCTIONS

- Serve as a front-line fundraiser responsible for securing major gifts of \$50,000 + from alumni, parents, and friends of the College.
- Work closely with the AVP and other development officers to create long-range strategic plans and short-term operational plans to advance and strengthen the major gifts program.
- Develop and manage a portfolio of 100-150 major gift prospects and donors, focusing on identification, cultivation, and solicitation of gifts starting at \$50,000 and above.
- Create and implement successful strategies to identify, cultivate, solicit, and steward major gift prospects through individual visits, personal communication, and event engagement.

- Manage fundraising activities of assigned prospects, creating, implementing, and developing written cultivation strategies to advance gift conversations for the successful solicitation and closing of major gifts.
- Manage a strategic calendar of regional and national travel, including associated arrangements and documentation for expenses. Annual metrics, including substantive visits, dollars raised, and proposals submitted and secured will be developed in collaboration with the AVP and VPCA.
- Collaborate on the successful implementation of a strategy to secure major gifts in support of the College's fundraising priorities.
- Establish priorities for volunteers and provide them with pertinent data, reports, and solicitation recommendations for their interaction with prospective donors. Coach on how to use the information to convey a sense of passion and commitment for Pitzer College.
- Collaborate closely with the Annual Giving Director to identify opportunities to ensure that prospects are also asked annually for commensurate level annual gifts.
- Articulate a persuasive message about the benefits of deferred giving opportunities for the betterment of the College to all prospects.
- Create and provide timely contact reports and strategy notes through the NXT platform that document cultivation, solicitation, and stewardship activity. Create and maintain additional reports and information regarding contact with donors and prospects as requested.
- Attend and staff various Advancement events, such as Family Weekend, Community Weekend, Move-In Weekend, Commencement, and donor cultivation and recognition events.
- As needed, provide senior-level support to department staff at special events and training and oversight of volunteers, board members, faculty, alumni, and committee members.
- Participate in regular meetings with Advancement staff to plan, implement, and evaluate objectives and strategies for the identification, qualification, cultivation, solicitation, and stewardship of major gift prospects in support of approved College priorities.
- Stay informed on best practices in the field and participate in professional development.
- Participate as an active member of the Pitzer community by attending college-wide events, lectures, exhibits, etc.
- Performs other duties and special projects as assigned or directed.

**Basic Qualification:** Must have a Bachelor's degree. A minimum of 3-5 years of progressive related experience in fundraising, or an equivalent combination of experience and education.

Basic Qualification: A Master's degree. Knowledge of The Raiser's Edge and NXT.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess knowledge, skills and ability to be able to successfully perform the essential functions of the position or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Demonstrated and recent success in achieving major gifts fundraising goals or demonstrated results in a similar field.
- Superior interpersonal and networking skills with an ability to work productively and congenially with a diverse community and engage alumni and parents in fundraising efforts.
- Excellent written and oral communication skills with the ability to persuasively communicate the importance of the Pitzer liberal arts experience and the case for philanthropic support.
- Superior organizational and planning skills with an eye for detail.
- Ability to keep to a plan to achieve success.
- Strong ability to think both strategically and tactically to develop and execute individual and department goals.
- Proven relationship-building skills and the ability to interact effectively with diverse constituencies.
- Experience working effectively to engage and leverage volunteers.
- Ability to work effectively and productively while maintaining composure in a fast-paced, results oriented environment.
- Knowledge of The Raiser's Edge and NXT software preferred.
- Ability and willingness to travel locally, regionally and nationally by vehicle and airplane. Ability to transport self to local, off-site events.
- Must have access to reliable and secure computer and internet connection. Must maintain password protection for work files and records and ensure that no one else has access to password and login credentials at remote work site.
- Must have access to a dedicated and suitable workstation at remote location, including desk or table and supporting, upright chair.
- Must ensure workstation is safe and free from hazards.

Licenses/Certifications: Must have a valid driver's license and a driving record acceptable to the College's insurer.

Supervisory Responsibility: None.

Time Type: Full-time 40 hours per week

Annual Pay Schedule: 12

Work Schedule: This is a regular, full-time position working 40 hours per week for 12 months per year. The regular hours for this position will be scheduled between 8:00 am to 5:00 pm, Monday through Friday. These hours may vary due to needs of the College or department. Will be required to work occasional evenings, weekends, and holidays to support department events. Will be required to travel locally and nationally.

Work Model: Hybrid

Compensation: Budgeted Salary Range: \$100,000- \$110,000 per year

Pitzer College is committed to providing comprehensive benefits to eligible employees and their eligible dependents. Our benefits package includes competitive compensation, health, dental, and vision insurance, retirement savings plans, generous paid time off (vacation, holidays, sick time, parental leave, bereavement, etc.), tuition reimbursement, tuition exchange program participation and more.

Physical Requirements: This is generally a sedentary position. Must be able to:

- Sit for prolonged periods of time;
- Operate a computer for prolonged periods of time;
- Communicate with others by email, in person and over the telephone;
- Read printed materials and a computer screen;
- Have the mobility to work in a standard office setting and use standard office equipment;
- Assist with the set-up and teardown of event tables, signage and other materials.

- Requires reaching overhead, grasping, pulling, pushing, stooping, bending, and twisting;
- Lift 15 pounds from the ground to waist level unassisted; and
- Have the stamina to manage a high-volume workload in a fast-paced work environment.

Apply Here: [https://theclaremontcolleges.wd1.myworkdayjobs.com/en-US/PIT\\_Staff/details/Major-Gifts-Officer\\_REQ-5974](https://theclaremontcolleges.wd1.myworkdayjobs.com/en-US/PIT_Staff/details/Major-Gifts-Officer_REQ-5974)

Instructions: Only qualified applicants please.

Application Materials: Upload the following materials to complete your application:

- Cover Letter: Indicate your reason for interest in this position, describe how your qualifications make you an ideal candidate, and explain which of Pitzer's core values best relates to your own.
- Resume: List relevant qualifications and dates of experience.
- Professional References: References will be contacted for select applicants and advance notice will be provided. Provide the names of at least three (3) individuals who can speak to your professional qualifications. Include their business titles, contact information and an indication of how you are acquainted with them (e.g., former supervisor, coworker, etc.).