

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Development Officer-Major Gifts

DEPARTMENT: University Advancement

DATE: February 1, 2019

SCHEDULE: Regular, Full-time, 12 month, M–F

REPORTING SUPERVISOR: EVP for Development & Campaign Dir

FLSA: Exempt- Administrative **IPEDS:** 13

JOB FUNCTION:

Position is responsible for managing and implementing development efforts to raise funds from alumni, parents, corporations and other friends of Drury. The primary focus is on a portfolio of assigned prospects to raise major gifts of \$25,000 and up. Using best practices and supported by a strong research and analytics-driven donor services team, this position will help expand identification, cultivation, solicitation and stewardship of potential friends and major donors to fund university-wide priorities and designated projects. Regional travel is expected.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	Percentage of Time	Frequency	Description
1.	55%	Ongoing	Responsible for soliciting gifts from prospects capable of supporting Drury University with gifts of \$25,000 and higher. Develop and manage a portfolio of relationships, generally regionally based. Cultivate, sustain, and grow relationships with the university's strategically important alumni, parents, and friends.
2.	15%	Ongoing	Coordinate and implement activities designed to increase prospect, alumni and donor engagement and secure philanthropic gifts in support of the University. Articulate the goals and priorities of the campus through excellent informal and formal communications. Write donor correspondence, contact reports and proposals, and provide updates and briefings on program status. Keep current on programs and initiatives that meet the University's strategic objectives.
3.	10%	Ongoing	Works closely with the Executive Vice President for Development & Campaign Director and the major gifts team to maintain a successful major donor management system and active prospect review process. This includes regular activity reporting, recording relationship tracking information and analyzing cultivation and solicitation results.
4.	10%	Ongoing	Perform within specific activity goals including number of proposals delivered, meeting expectations. Prepare an annual portfolio plan in consultation with the EVP Development and Campaign Director. Contribute to a dynamic, creative and energetic team environment
5.	10%	Ongoing	Works collaboratively with volunteers, advancement staff, and other University representatives to cultivate and solicit donors for university-wide priorities. Assist supervisor and team members in identifying prospective donors. Perform other duties as assigned.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must possess a minimum of a bachelor's degree in a related field and a minimum of at least 5 years professional fundraising experience, with emphasis on major gifts, preferably in higher education; or an equivalent combination of experience.
2. A proven successful track record of soliciting and closing major gifts, recruiting and managing volunteers, and cultivation of major donors and donor prospects, is highly desirable.

3. Must possess exceptional interpersonal skills, ability to move alumni and volunteers forward with creativity, energy and openness to others' input and ideas.
4. Strong written and presentation skills with proven success in soliciting funds from various constituencies.
5. Ability to travel extensively. If driving personal vehicle or university vehicle on university business, must have valid driver's license and a satisfactory driving record.
6. Ability to represent Drury University to alumni and external constituents in a professional, positive and knowledgeable manner at all times, establishing rapport with different types of people, while being discreet and maintaining confidentiality of information and abiding by the department's confidentiality policy on university and donor information.
7. Ability to maintain a broad knowledge base of information about the university, schools, departments, and the overall organization and to understand its unique characteristics, purposes and philosophy.
8. Ability to work closely with high-level decision makers, trustees, and other top-level volunteers.
9. Must possess the skills to collaborate, communicate and cooperatively work with faculty, staff and administration, focusing on the shared strategic goals of the university to implement the annual fund and alumni program goals.
10. Ability to understand planned giving and to bring planned giving concepts into donor discussions when necessary.
11. Experience in recruiting, training and collaboratively working with volunteers.
12. Ability to counsel with donors, alumni, and friends to deal with problems and issues in a professional, customer service oriented manner.
13. Willingness to join professional fundraising associations, pursue professional certification, network with other higher education professionals and appropriate community organizations to represent the university and bring best practices to the annual fund and alumni programs.
14. Ability to be analytical, use and generate statistical information for tracking and reporting on overall donor activity and giving results.
15. Experience with Raisers' Edge preferred and skilled use of Microsoft Office software, including Excel, as well as presentation, and website applications expected.

SUPERVISORY RESPONSIBILITIES:

None.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The ability to travel to required events as well as overnight travel is required.