

July 21, 2010

**Major Gift Officer(s)  
One Full-Time and One Part-Time Position**

To leverage strong momentum and build for the future, **Mount Mary College** is seeking talented professionals to join its External Relations team. Individuals with an interest in mission-driven higher education and the challenges of fast-paced campaign work are encouraged to apply for the following newly created position of **Major Gift Officer**.

**RESPONSIBILITIES INCLUDE:**

The Major Gift Officer contributes to the realization of Mount Mary's mission through the cultivation and solicitation of prospects and relationship-building with alumnae and friends of the College.

**DESCRIPTION OF DUTIES:**

Under the direction of the Senior Director of Development, the Major Gift Officer will:

Participate as an active member in the identification and rating of prospects and the development of solicitation and campaign strategies for donors and prospects.

- Maintain a portfolio of prospects to be contacted and assessed for philanthropic potential, providing acquired information to the prospect researcher/manager for records and tracking.
- Build a sense of reality into all major gift planning and connection to the overall annual unrestricted goal.
- Facilitate with the Senior Director of Development the integration of prospect screening activities (e.g., dialogue dinners, discovery interviews).
- Serve as a resource for developing strategies for annual, major gift, and campaign solicitations.

Ensure the College realizes its annual fund-raising goals.

- Perform consistent and strategic contact and review of major gift prospects in concert with the Senior Director of Development.
- Cultivate major donor prospects and meet annual target for number of solicitations and gift closes, including combined major gift and annual fund asks.
- Coordinate specialized "mini campaigns" targeted at constituent groups associated with a particular program.
- Provide report-outs on solicitation status and projected cultivation / solicitations.

Promote the College's commitment to donor services.

- Build effective partnerships with College co-workers by freely sharing appropriate information.
- Ensure optimum service to all internal and external partners in response to all requests.
- Steward and engage alumnae as well as friends of the College.

**Essential Qualifications:**

- Bachelor's degree required
- Five to seven years successful experience in major or planned gift fund raising
- Three to five years successful experience playing a key role in a fund-raising campaign
- Demonstrated knowledge of development practices and principles and a track record of success in managing prospects and closing gifts
- Understands the needs and interests of leadership and major gift donors in order to identify possible relationships between them and the College
- Demonstrates leadership and the ability to work in an independent manner
- Successful experience making cold calls as well as developing cultivation and solicitation strategies
- Excellent written and verbal communication skills
- Flexibility to travel, occasional weekend and evening work
- Ability to successfully utilize donor software: reporting, analyzing, evaluating
- Understands and affirms the mission of Mount Mary College and the School Sisters of Notre Dame

Mount Mary College practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. For confidential consideration please send cover letter, resume, and names of three professional references to:

**Mount Mary College**  
Attn: Human Resources  
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