

Hartwick College seeks a Director of Major Gifts to work in the Office on Institutional Advancement. Reporting to the Vice President of Institutional Advancement, the Director of Major Gifts will personally manage a portfolio of approximately 200 of the College's top donor prospects. He or she will be responsible for developing and implementing strategies to ensure proper identification, cultivation, solicitation, and stewardship of those prospects. Responsibilities include collaboration with College faculty and staff, members of the Board of Trustees and key volunteers regarding cultivation and solicitation strategies while serving as a member of the College's Major Gifts Prospecting team. The position requires a 'team player' who will ably represent Hartwick's Development efforts including the Annual Giving and Alumni Relations agendas. This full-time, 12 month position requires overnight travel and occasional weekend commitments.

A Bachelor's degree is required. Candidates should have a minimum of three years related experience including evidenced success in making face-to-face solicitations and closing on gifts. Candidates with relevant experience in corporate sales and marketing will be considered and are encouraged to apply. Excellent interpersonal skills as well as written and oral communication skills are essential.

Submit cover letter, resume, and the names of three references to Kimberley Lindsley, Human Resources Coordinator, Hartwick College, One Hartwick Drive, Oneonta, NY 13820. Application materials may also be faxed to 607-431-4329 or e-mailed to humres@hartwick.edu