

WARTBURG COLLEGE
INSTITUTIONAL ADVANCEMENT
MAJOR GIFT OFFICER, March 2017

Function of Position:

The Major Gift Officer is a critical link in engaging alumni, parents, and friends, in support of the College's mission. This is a full-time position, and extensive travel, as well as evening/weekend work, is required. This position will spend up to 50% of its time out of the office, strategically developing relationships with prospective donors with potential to make significant current and/or deferred gifts for the college, and the other 50% of its time in the office preparing for future prospective donor engagement and/or responding to recent prospective donor activity. This position reports to the Vice President of Institutional Advancement.

Responsibilities:

1. Discover, cultivate, solicit, and steward major gift prospects (\$25,000+) for annual, capital, and endowment support for the strategic initiatives of the college. Secure outright and deferred gift commitments in fulfillment of individual and team goals.
2. Manage a portfolio of approximately 150 assigned donors in a geographic territory for the purpose of actively engaging them in support of the college. Engage in travel and face-to-face visits on average of two weeks each month.
3. Sustain and strengthen relationships with targeted alumni, parents, and friends, of the college. Collaborate with other faculty and staff as appropriate to develop an integrated approach for building partnerships.
4. Perform appropriate advance work to secure appointments and organize travel, as well as post-visit tasks in regards to generating timely donor contact reports and completing other follow-up activities appropriate for each donor contact.
5. In collaboration with the Associate Director for Advancement-Prospect Management and Research, develop a work plan for goal achievement; prepare and organize contact activity, and operate efficiently in regards to travel and contact schedules.
6. Attend and participate in scheduled development and advancement meetings.
7. Interact with gift and estate planning professionals in the gift planning process with donors.
8. Perform team-related activities with the Alumni/Annual Giving/Advancement team.
9. Participate in and promote constituent events and College sponsored events as appropriate.
10. Maintain membership and involvement in professional organizations and continue to develop professional skills in support of individual and team growth and success.
11. Perform other duties as assigned.

Qualifications:

1. Commitment to, and ability to effectively articulate and create support for, the mission of Wartburg College.
2. Bachelor's degree required.
3. Proven ability to cultivate and secure current and deferred gifts.
4. Knowledge and ability to present information on a variety of major and deferred gift vehicles as well as the impact of charitable gift support on the college and its students.
5. Ability to learn and effectively utilize software tools.
6. Demonstrated experience in developing and strengthening meaningful, long-term relationships with prospective donors, effectively engaging them in the life of the college.
7. Three years or more experience in major gift work or related constituent-focused activity.
8. Strong communication skills, both oral and written, and ability to effectively communicate with people of all ages and backgrounds.
9. Desire to succeed in a results-driven position and within a committed team of professionals.
10. High level of self-motivation and ability to achieve individual and/or team goals.
11. Willingness and ability to travel extensively.

Application Procedure:

Send a letter of interest including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for at least three references electronically to: HR@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.