

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position- MAJOR GIFT OFFICER

Preparation Date: January 2021

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 occasional evening/weekend work, is required. This position will spend the majority of its time strategically developing relationships with existing and prospective donors, whether through face-to-face conversation or digital engagement, with potential to make significant current and/or deferred gifts to the college. Other time will be spent preparing for future prospective donor engagement and/or responding to recent prospective donor activity. The successful candidate must be a self-starter, results-oriented, and capable of effectively managing a portfolio of assigned prospects. This position reports to the Vice President of Institutional Advancement.

Principal Duties and 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 100-125 assigned donors in a geographic territory for the purpose of "moving" constituents through the major-gift pipeline. This includes travel for face-to-face visits as well as effective digital engagement.
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 identifying and cultivating prospect interest and building partnerships.
4. Perform appropriate advance work to secure appointments and organize travel, as well as post-visit responsibilities 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 setting and achieving individual and team goals; prepare and organize contact activity, develop gift proposals, and operate efficiently in regards to travel and contact schedules.
6. Attend and participate in scheduled Development and Institutional Advancement meetings; participate in Alumni & Development/Institutional Advancement team activities as appropriate.
7. Engage with financial and estate planning professionals in the gift planning process with donors.
8. Participate in College-sponsored events designed to engage constituents.
9. Maintain membership and involvement in professional organizations and continue to develop professional skills in support of individual and team growth and success.
10. Perform other duties as assigned.

Necessary Qualifications:

1. Commitment to, and ability to effectively articulate and create enthusiasm and support for, the mission of Wartburg College.
2. Bachelor's degree.
3. Ability to learn and effectively utilize technology and software tools, including Microsoft Office.
4. Demonstrated experience in developing and strengthening meaningful relationships with constituents, effectively engaging them in the life of the organization.
5. Strong communication skills, both oral and written, and ability to effectively communicate with people of all ages and backgrounds, persuading constituents to take action and participate in the life of the organization.
6. High level of self-motivation, and a proven ability and desire to achieve short-term and long-term goals within a results-driven environment and a committed team of professionals.
7. Willingness and ability to travel extensively.
8. Ability to maintain confidentiality standards in safeguarding donor and other sensitive information.

Preferred Qualifications:

1. Proven ability to cultivate and secure both current and deferred charitable gifts.
2. Knowledge of, and ability to effectively present information on, philanthropic opportunities as well as their positive impact on the college and its students.
3. Three years or more experience in major gift work or related field emphasizing constituent-focused, relationship-building activity, whether through face-to-face, in-person conversation or digital engagement.

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.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.