

Dickinson College is a premier four-year residential liberal-arts institution chartered in 1783 and widely recognized as a leader in global and sustainability education. We prepare our graduates to face the world's challenges so they are always equipped and eager to collaborate with others to make an impact.

The position: The Senior Advancement Officer raises funds through outright, estate, and blended gifts, that will provide support for Dickinson College priorities. Working with a dedicated and highly-skilled team of Advancement professionals, this position specifically supports President Jones' Dickinson Forward initiative through qualification, cultivation, solicitation and stewardship of donors for scholarship dollars and other strategic needs identified by the Board of Trustees and college leadership. Managing a portfolio of approximately 135 households across a large territory, including Pittsburgh and key cities across the Midwest. This Senior Advancement Officer will be expected to travel frequently to meet ambitious visit goals. Remote work may be considered for a candidate living in the territory.

Essential Duties:

This role provides an important point of connection for alumni, parents and friends of the college who are eager to engage with Dickinson. The successful candidate will be expected to:

- Maintain a working knowledge of institutional priorities and solicit gifts of \$100,000 or more from alumni, parents and friends.
- Manage the philanthropic relationship of alumni, parents, and friends who reside in assigned regions, that includes, but is not limited to their identification, qualification, cultivation, solicitation, and stewardship.
- Engage with campus partners to facilitate high impact engagement opportunities that align with donor interests.
- Manage a portfolio of prospects, performing all administrative work essential to keeping information current in the database (prioritizing prospects, writing strategies, completing reports, etc.)
- Attend on- and off-campus staff meetings and events as needed. Major on-campus events include, but are not limited to: Homecoming & Family Weekend, Alumni Weekend, Commencement, and the Scholarship Luncheon. Coordinate with the entire Advancement team to support engagement and stewardship events on campus and at locations in the assigned territory.

Education

Required: Bachelor's degree with 5-8 years' related experience.

Preferred: Master's Degree

Salary: The hiring range for this position is \$75,620 – \$86,960, which may be exceeded for a candidate with exceptional experience.

The College is committed to building a representative and diverse faculty, administrative staff, and student body. We encourage applications from all qualified persons.