

## **Major Gifts Officer**

The Hendrix College Office of Advancement is seeking three full-time, 12-month department members to serve as Major Gifts Officer. Salary is commensurate with education and experience. Reporting to the Assistant Vice President, the Major Gifts Officer is an integral member of the Development team focused on identifying, cultivating, soliciting, and stewarding high-level donors and prospects who have the capacity to make major and transformative gifts to the College. The individual will serve as a visible frontline fundraiser and manage a portfolio of up to 150 individuals, fostering long-term relationships built on a firm understanding of the donor's interests, passions, and values.

### **POSITION RESPONSIBILITIES**

- Act as a primary manager for a portfolio of up to 150 prospects, to move donors and prospects in an appropriate and timely fashion toward solicitation and closure, maintaining a balance between discovery, cultivation, solicitation, and stewardship.
- Identify, cultivate, and play a lead role in soliciting and closing major gifts of \$50,000 or greater, from alumni, friends, parents, and other key constituents.
- Prepare written proposals, informational materials, gift illustrations, and other collateral to assist with securing major gifts.
- Work collaboratively with the Assistant Vice President to coordinate the participation of other campus officials, volunteers, and/or staff in major gift fundraising activities.
- Travel, as necessary, to identify, qualify cultivate, and solicit outright and deferred major gifts, as well as contribute to Advancement metrics and goals.
- Provide stewardship to assigned major donor prospects by working with the appropriate team members to prepare endowment agreements, impact reports, and recognition activities.
- Work with the AVP to coordinate donor visits and events with college officials, admissions representatives, alumni engagement staff, etc.; assist in preparing donor briefings as needed.
- Attend all major campus events and relevant activities, often in partnership with other campus staff, designed to engage donors and prospects in the College.
- Monitor weekly, monthly, quarterly, and annual activity to achieve individual performance measures and contribute to team goals and metrics.
- Track and report relationship management activity into the CRM within a timely manner.
- Adhere to the CASE/AFP Code of Ethics for Fundraisers and know/be familiar with the Donor Bill of Rights.
- Other duties, as assigned.

### **POSITION QUALIFICATIONS**

#### **EDUCATION:**

Undergraduate degree required; advanced degree preferred. CFRE a plus.

#### **EXPERIENCE:**

- Three-to-five years of relevant experience in fundraising, sales, marketing, and communications.
  - Non-profit fundraising experience using donor best practices and strategic moves management to establish long-term engagement and stewardship. Fundraising campaign experience and major gift solicitations are a plus, or
  - Proven track record in sales, with a focus on building and maintaining client relationships, achieving sales targets, and driving revenue growth.
- Experience in marketing, including developing and executing marketing strategies, managing social media campaigns, and creating promotional materials.
- Strong communication skills, demonstrated through effective public speaking, writing, and interpersonal interactions.

## SKILLS:

- Excellent oral and written communication skills; ability to develop clear and concise proposals.
- Demonstrated ability to be a self-starter, take initiative; dependable and reliable.
- Think strategically and creatively; demonstrated success in meeting deadlines, multi-tasking, and completing assignments on time and with accuracy.
- Must possess stellar interpersonal skills; ability to build rapport quickly and effectively.
- Ability to work as part of a team, professional attitude, and appearance.
- Occasional evening and weekend work will be necessary.

Consideration of applicants will begin immediately and continue until the position is filled. Applications should include a letter of application and a resume with contact information for three professional references.

Applications can be submitted at [www.hendrix.edu/jobs](http://www.hendrix.edu/jobs). Questions about this position can be submitted to [hr@hendrix.edu](mailto:hr@hendrix.edu).

*Hendrix College strives to maintain an environment free from discrimination and harassment, where members of the Hendrix Community treat each other with respect, dignity and courtesy. The College adheres to the principle of equal educational and employment opportunity without regard to age, race, color, religion, gender, disability, sexual orientation, gender identity or expression, genetic information, or national origin.*