Leadership Giving Officer

Overview	Manage a portfolio of 250-300 prospects with leadership giving potential ($1,917+) at various states of their relationship with the College. Devise and execute strategies for identification, qualification, cultivation, solicitation, and stewardship of prospects with a strong focus on face-to-face meetings.
Essential Duties:	1. Identify and qualify new prospects to determine their capacity and inclination to support the College annually at the leadership giving level. Develop and execute personalized cultivation and solicitation strategies to increase support from existing leadership donors. Solicit alumni/ae, parents, and friends for leadership gifts. Maintain relationships before, during, and after gift transactions to ensure strongest possible connections to the College. 2. Schedule and complete 150+ in-person visits each year within assigned area. Conduct regular communications with prospects via phone, email, text, etc., as appropriate. Summarize face-to-face visits, outreach, communications, and proposal details via contact reports on donor records within expected timeframe. Utilize Banner or the system of record to input data. 3. Work to maximize fundraising productivity; provide staff support and develop productive working relationships with staff and key volunteers. Utilize prospect management tools, such as reporting and Gravyty, to prioritize activity and increase productivity. 4. Assume development responsibility for specific geographic regions, including select events and programs for major gift prospects.
Marginal Duties:	1. Perform all other duties as may be required.
Education and Experience Required	• Bachelor's Degree from an accredited institution required • Three to five years' of previous fundraising or similar experience at a university or other comparable organization or equivalent professional experience in sales, marketing, training, or public relations required. • Highly motivated, self-starter that is goal oriented • Willingness/ability to travel extensively • Excellent verbal and written communication skills and interpersonal skills • Solid analytical, decision making, and problem solving skills • Strong computer skills with experience using word processing and spreadsheet software • Ability to handle highly confidential prospect information
Physical Demands	• Sitting in a normal seated position for extended periods of time • Reaching by extending hand(s) or arm(s) in any direction • Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard • Communication skills using the spoken word • Ability to see within normal parameters • Ability to hear within normal range • Ability to move about