

Major Gifts Officer

POSITION CODE: 7678

DEPARTMENT/ADMINISTRATION: Office of Advancement

POSITION: Administrative, Exempt, Full-time (40 Hours)

SALARY RANGE: \$80,000-\$95,000

HIRING RANGE: Anticipated hiring range is near or at the minimum of the classification,

commensurate with candidate's education, experience, skills, and training.

INTRODUCTORY PERIOD: Twelves (12) Months

AVAILABLE: Immediately

BENEFITS OVERVIEW:

https://uredlands.sharepoint.com/:b/s/HR/EWnDpCiCEqVOunZ_1I4-tMsB-rbGTyDMGIkx2IlzqicHyA?e=WQbho6

POSTING DATE: August 1, 2025

APPLICATION DEADLINE: Open Until Filled, Apply Immediately

Definition of Classification:

Join a mission driven team that welcomes, educates, and empowers a diverse community of learners for lives of meaning, impact, and joy. The Major Gifts Officer will be a vital member of a growing, donor-centric fundraising team that will strengthen and expand donor support for the University of Redlands. Reporting to the Director of Major Gifts, the Major Gifts Officer will cultivate, solicit and steward philanthropic support from alumni, parents, and friends of the University. The incumbent will conduct frequent visits and work closely with Prospect Research to identify and engage new prospective donors, with a focus on securing major gifts and commitments of \$25,000 and higher (and leadership gifts of \$5,000 or more annually). The MGO will design and implement strategies to move assigned prospects through the donor cycle by getting to know them, listening to their interests and concerns, connecting them with the institution in intentional and thoughtful ways, and inspiring them to make contributions that align with the University's strategic priorities. This position requires flexibility to work evening and weekend hours, as well as the ability to travel, as needed.

The successful candidate will be an energetic collaborator, skilled communicator, great listener, relationship builder, strong writer, and well-organized team player dedicated to achieving fundraising goals in support of the University of Redlands. The candidate must demonstrate attention to detail, sound independent judgment, and the ability to take direction while maintaining an entrepreneurial spirit. They must also manage complex tasks and deadlines effectively. Direct experience soliciting, negotiating, and closing leadership or major gifts, along with campaign experience and a strong understanding of fundraising ethics and best practices, is strongly preferred. The candidate must also be able to initiate and maintain strong working relationships with both professional and volunteer leadership of the University. The ability to handle confidential or sensitive information with the highest level of professionalism is required.

Duties and Responsibilities:

The duties and responsibilities include, but are not limited to, the following:

- Develop and manage a portfolio of approximately 150 prospects by actively soliciting gifts from alumni, parents, and friends across the country. Identify, cultivate, solicit, and steward leadership, high-end annual gifts, and major gifts of \$25,000 and higher. Possess a general knowledge of planned giving vehicles, including testamentary bequests.
- Partner with the Director of Major Gifts, the Major Gifts team, and Prospect Research staff to identify and prioritize prospective donors for cultivation and solicitation, tracking engagement through all stages of the fundraising cycle.
- Design and execute targeted engagement strategies for a wide range of constituents, including alumni, parents, current and former faculty and staff, and friends of the University. Collaborate closely with Advancement colleagues and University leadership to build lasting donor relationships.
- Expand the donor pipeline through strategic moves management by proactively identifying and qualifying new prospective donors, assessing their interest, giving capacity, and philanthropic intent.
- Craft compelling, personalized, and targeted proposals and communications for donors.
- Work with Donor Relations, faculty, and campus leaders to develop and implement personalized donor recognition and stewardship plans.
- Coordinate with Alumni Relations and Annual Giving to incorporate major and leadership gift solicitations into class and affinity reunion efforts.
- Maintain accurate and timely records of donor contacts and activities within the institutional database.
- Be responsible for meeting measurable goals and metrics identified with the Director of Major Gifts
- Have general knowledge or experience in fundraising CRM/database
- Perform other duties and special projects as assigned.

Qualification Guidelines

Any combination equivalent to, but not limited to, the following:

Experience/Training/Education:

Required:

- Bachelor's degree required.
- Three or more years of fundraising experience strongly preferred, and/or related experience in marketing and sales. Demonstrated success in closing gifts of \$10,000 or higher.
- A valid California Class C driver's license with a good driving record is required. (Note: Out-of-state licenses are valid until appointment. A valid California Class C license must be obtained within ten (10) days of appointment in accordance with California Vehicle Code 12505c.)

Knowledge and Skills:

- Excellent oral and written communication skills and the ability to engage effectively with a diverse campus community.
- Team-oriented with an understanding of, and commitment to, the role and mission of a highly regarded liberal arts college.
- Strong organizational skills and attention to detail with the ability to manage multiple priorities and meet deadlines.
- Ability to build and sustain relationships with university colleagues, sophisticated donors, and volunteers.
- Commitment to confidentiality and fundraising ethics.
- Basic understanding of higher education advancement, annual giving, and alumni relations.
- Self-motivated and able to work with limited supervision while creating new strategies to achieve fundraising goals.
- Must be able to interact competently with a culturally and ethnically diverse population of students, faculty, staff, and alumni.
- Availability to work evenings and weekends and travel as needed.

Physical Requirements/Working Conditions:

Working Conditions:

Standard office and field setting. Duties performed are primarily in an office environment while sitting at a desk or computer workstation or in meetings. At least minimal environmental controls to assure health and comfort. This position requires flexibility to work evening and weekend hours as well as the ability to travel, as required.

Physical Demands:

Incumbents regularly sit for long periods; walk on a regular basis; travel to various locations to attend meetings and conduct work; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; stoop or kneel or crouch to file; climb stairs; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry and/or move objects weighing up to 10-20 pounds.

TO APPLY: A resume/CV and cover letter are required. In compliance with The Americans with Disabilities Act, if selected for the interview process and accommodations are needed, please call (909) 748-8040. **If you are unable to complete an application due to a disability, contact us at (909) 748-8040 to ask for accommodation or an alternative application process.**

HIRING RANGE: Anticipated hiring range is near or at the minimum of the classification, commensurate with candidate's education, experience, skills, and training. The University of Redlands is required to provide a reasonable estimate of the compensation range for this role. This range considers the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience. The full salary range for this position is defined as the Full Pay Range. The budgeted salary or hourly range that the University reasonably expects to pay for this position is defined as the **Hiring Range**. Placement within the Hiring Range is determined by internal equity, and relevant qualifications.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check) is required for employment. The University will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current employee who was conditionally offered the position.

DRIVER'S LICENSE CHECK: Possession of a valid Driver's License is required for certain positions. Employees in positions that require a valid Driver's License will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

PHYSICAL AND PSYCHOLOGICAL EXAMS: For certain positions typically in Public Safety, Facilities, Athletics and Information Technology Services

departments, employment is contingent upon a candidate passing a pre-employment physical exam with the ability to lift in excess of 50 lbs. Public Safety Officers, in addition to a pre-employment physical exam, will also be required to pass a psychological evaluation.

FOR MORE INFORMATION VISIT

<https://www.redlands.edu/offices-directory/offices/human-resources>

**SUBMISSION OF A RESUME OR APPLICATION INDICATES AGREEMENT
THAT THE UNIVERSITY MAY VERIFY ANY AND ALL INFORMATION
CONTAINED THEREIN.**

**MEMBERS OF UNDERREPRESENTED GROUPS ARE ENCOURAGED TO
APPLY.**

AN EQUAL OPPORTUNITY EMPLOYER

To apply, visit <https://apptrkr.com/6850941>

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