

JOB TITLE: Advancement Officer
CLASSIFICATION: Staff Exempt

JOB DESCRIPTION:

The Advancement Officer is responsible for supporting the comprehensive development effort of York College of Pennsylvania, principally through cultivation and solicitation of individual prospects. The Advancement Officer will build on a portfolio of alumni, parent, and friend prospects who best show capability of providing major funding to York College. Face-to-face donor contact will be the primary goal, visibility in the York community and regional and local travel will be required, with occasional travel beyond the region.

The position will also coordinate with other development and alumni relations staff to create and sustain programs that will help the College attract new donors and improve relationships with existing donors.

ESSENTIAL FUNCTIONS:

Donor Cultivation and Solicitation 50%

- Secure and execute personal visits with portfolio prospects through phone contact, correspondence, and networking.
- Coordinate prospect interaction with other community and campus spheres of influence.
- Compose and present formal gift proposals.

Prospect Strategy and Planning 20%

- In partnership with the Associate VP for Advancement, identify prospects and compile a rated and ranked portfolio.
- Effectively manage portfolio to assure that quality and amount of time given to prospects is consistent with their rating.
- Plan travel to maximize extent and quality of prospect contact.

Prospect Follow-up 20%

- Write timely and informative call reports.
- Draft appropriate thank you and follow-up correspondence after donor interaction.

Other Development Duties 10%

- Attend all major Development events and key alumni relations events.
- Support of other fundraising programs and activities as directed.

OUTCOME:

Regular assessment of progress toward specific goals established at the beginning of each year will include, but not be limited to, the following indicators of success:

- Number of face-to-face visits
- Expansion of the prospect base
- Number of proposals submitted for major and planned gifts to the College
- Number and value of gifts closed
- Number and quality of volunteer relationships, developed and sustained (particularly relating to identifying and cultivating leaders of alumni affinities, including academic programs and Greek organizations)
- Success in collaboration with colleagues in the design and implementation of fundraising programs

EXPERIENCE AND EDUCATION:**Required:**

- Bachelor's Degree
- Minimum of five years of experience in major gift development, preferably in a higher education setting
- Knowledge of and aptitude for personal client contact work applicable to development and alumni relations
- Familiarity with major gift fund raising, policies and practices

REQUIRED SKILLS AND QUALIFICATIONS:

- Excellent communication skills, in person, over the telephone, and in writing are mandatory. Demonstrated skill writing solicitation letters, composing grant requests, or preparing closely related documents is important.
- Sales ability mandatory. This includes comfort interacting with wealthy individuals, and their advisors, in social as well as in corporate settings.
- Working knowledge of computer applications for fund raising, sales management or a closely related field. Knowledge of Raiser's Edge CRM software is extremely useful.
- Ability to manage multiple tasks simultaneously, to work in a fast-paced work environment, and to be flexible.
- Ability to work effectively with faculty, upper-level administrators, professional and support staff, and with student workers. Collegiality and a sense of humor a must.

Salary Range - \$65,000 to \$72,000 annually

If interested in applying please click on the following link –

<https://www.governmentjobs.com/careers/ycp/administrative>