JOB DESCRIPTION

POSITION TITLE: Major Gifts Officer for the School of Music

JOB CLASS: A1 Staff SUPERVISOR: Assistant Vice President for Development and Alumni Engagement
CLASSIFICATION: Full Time LOCATION: DeLand
SUPERVISORY: No DEPARTMENT: Office of Development and Alumni Engagement

POSITION OVERVIEW: The Major Gifts Officer is a senior staff member in the Division of Development and Alumni Engagement. He or she is responsible for the development and implementation of strategies to identify, cultivate, and solicit individuals and organizations with the potential to make capital gifts of $100,000 or more to the School of Music. He or she reports to the Assistant Vice President for Development and Alumni Engagement.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: The qualifications and skill requirements for this position include:
(May be narrative or bullet points)

- Bachelor’s degree and at least five years of fundraising and major gift solicitation experience in higher education
- Strategic thinker
- Positive, creative, and energetic personality
- Strong interpersonal and oral and written communications skills
- Ability to understand the needs and interests of major donors in order to develop relationships between them and the University.
- Ability to articulate the case for support of the vision/mission/goals of the University with sufficient effectiveness to secure gifts and pledges of $100,000 or more.
- Strong work ethic and self-motivated
- Ability to work independently
- Ability to travel extensively and staff occasional evening and weekend functions
- Capital campaign experience
- Gift planning experience

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):
(Add bullet points as needed)

- Work with the Dean of the School of Music and the faculty members in the School to identify, cultivate, solicit and steward donors.
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- Develop and propose strategies for the cultivation and solicitation of major gift prospects for the comprehensive campaign.
- Participate in the production of fundraising materials for the comprehensive campaign.
- Write major gift proposals.
- Recruit and involve key volunteers in the identification and solicitation of major gift prospects.
- Participate in Development and Alumni Engagement Division team efforts, including solicitation strategy meetings for key prospects and internal planning efforts.
- Work effectively with volunteers, faculty, administration, and staff.
- Work effectively with parents of current and past students who are donor prospects for the capital campaign.
- Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:
(Add bullet points as needed)

- Ability to effectively secure appointments with prospects, donors and campaign volunteers
- Consistently track, monitor and report the status of all prospects with respect to the Moves Management system
- Records contact reports in a timely fashion
- Work closely and effectively with faculty, deans and administration toward development goals

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu.
Complete application, available online.

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