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:

- 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:

- Work with the Dean of the School of Music and the faculty members in the School to identify, cultivate, solicit and steward donors.
- 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.
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- 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.

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.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.