

# MAJOR GIFTS OFFICER

Department: Development and Alumni Relations

Reports To: Vice President for Development and Alumni Relations

Position Summary: The Major Gifts Officer will be responsible for the identification, qualification, cultivation and solicitation of a portfolio of approximately 150 individual major gift prospects for North Park University.

Essential Responsibilities:

1. Plan, direct and participate as appropriate in the solicitation of assigned major gift prospects. Annual guidelines for cultivation and solicitation of prospects will include the following:
  - a. 150 face-to-face visits,
  - b. \$1.5 million in solicitations (targeting 50 or more proposals for outright gifts, planned gifts and pledges,)
  - c. \$500,000-\$1 million in gifts and commitments.
2. Formulate and implement appropriate strategies to continuously build the interest of major gift prospects and donors through the use of moves management.
3. Identify, in cooperation with members of the Board and staff prospects capable of making major annual gifts of at least \$1,000 and/or capital campaign commitments of \$10,000 or more.
4. Participate in the formulation of the Development Office objectives and development of annual fundraising plans, strategies, timetables, and budgets required to achieve those objectives.
5. Work in coordination with Prospect Research Coordinator relative to research on major gift prospects.
6. Assist, as needed in the identification, cultivation, and recruitment of volunteer solicitors
7. Maintain cultivation and solicitation logs and files on major gift prospects in Raiser's Edge or other software and prepare periodic status reports.
8. Provide staff support to Board members and other volunteers as assigned by the Vice President.
9. Work as cooperative member of the Development Office team to achieve department objectives.
10. Develop an understanding of the educational, operating and financial needs of the university and its overall case for support, and serve as a positive spokesperson for the University in the community and among North Park constituencies.

Essential Qualifications:

- A three to five year record of progressively responsible professional experience in development including direct involvement in a personal solicitation program to develop major gifts.
- A Bachelor's degree.
- Presentation, organizational, and oral and written communications skills.
- Strong interpersonal skills and ability to establish effective relationships with North Park major gift donor and prospects.
- Understanding of and personal commitment to, North Park's mission of Christian higher education.

- Ability and willingness to travel a considerable amount of time, with a home base in Chicago.
- Also desired, but not required:
  - Development experience in higher education
  - Capital campaign experience

Effective Date: January 2009

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*