

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:

- 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:
 - 150 face-to-face visits,
 - \$1.5 million in solicitations (targeting 50 or more proposals for outright gifts, planned gifts and pledges,)
 - \$500,000-\$1 million in gifts and commitments.
- Formulate and implement appropriate strategies to continuously build the interest of major gift prospects and donors through the use of moves management.
- 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.
- Participate in the formulation of the Development Office objectives and development of annual fundraising plans, strategies, timetables, and budgets required to achieve those objectives.
- Work in coordination with Prospect Research Coordinator relative to research on major gift prospects.
- Assist, as needed in the identification, cultivation, and recruitment of volunteer solicitors
- Maintain cultivation and solicitation logs and files on major gift prospects in Raiser's Edge or other software and prepare periodic status reports.
- Provide staff support to Board members and other volunteers as assigned by the Vice President.
- Work as cooperative member of the Development Office team to achieve department objectives.
- 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: 2011

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