



POSITION ANNOUNCEMENT

Job Title: Development Officer
Department: University Advancement
Reports To: Vice President for University Advancement
Shift/Hours: 40 hours per week
Date Prepared: July 21, 2021

SUMMARY

This position is responsible for managing and cultivating relationships with existing gift prospects, as well as identifying new prospects. Must collaborate with key individuals to design, develop and implement a giving program. Empathizes with donors and clearly communicate our school's mission is key, as well as the ability to help our donors accomplish their philanthropic goals and ambitions through a positive, sustaining relationship with our school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates and plans development activities. Cultivates, solicits, and stewards a portfolio of gift prospects to achieve annual, campaign, special project, and planned giving fundraising goals.
2. Works with the President, Vice President(s), Executive Director of Development for Major Gifts and volunteer leaders on the cultivation and solicitation of gift prospects.
3. Develops and implements appropriate solicitation strategies and approaches for different markets and constituencies, including drafts of proposals, reports and correspondence to current and prospective individual and corporate donors;
4. Develops and executes proactive annual action plan that includes goals for number of visits, proposals and for gift revenue produced.
5. Documents all activity in a timely and complete manner regarding personal or corporate visits and other relevant contacts with donors to ensure accuracy of database information.
6. Researches and evaluates prospect giving potential utilizing industry standards and available resource tools.
7. Drafts case materials for fundraising initiatives, formal proposals for donors, as well gift agreements to document terms of completed major and planned gifts.
8. Prepares stewardship reports for donors and plays and coordinates donor relations and stewardship activities with other members of the development team.
9. Implements development strategies for major capital campaigns and/or fundraising initiatives to help achieve unit overall fundraising goals and objectives.
10. Supports the overall Advancement programs, including active participation in development and alumni-related events.
11. Participates in regularly scheduled meetings with the Vice President of Advancement to proactively develop strategies and action plans.
12. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. May be required to travel and to work evening and weekend hours in addition to off-campus assignments.

EDUCATION AND EXPERIENCE: Bachelor's degree and preferred experience in gift solicitation and/or related positions in development, marketing and sales, or higher education. Experience in major gift fundraising in capital or comprehensive campaigns is preferred. Excellent communication and organizational skills, a high level of energy, initiative and creativity are essential. Must be a team player who understands and accepts the necessity of working toward a common goal. Ability to handle complex situations and confidential information. Working knowledge of MS Windows applications and related technology/computer skills for the purpose of data analysis and prospect tracking.

TO APPLY: Please complete the application on our website at madonna.edu. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.