

## POSITION ANNOUNCEMENT

Job Title: **Director of Development and Major Gifts**  
Department: University Advancement  
Reports To: President

### SUMMARY

This position is responsible for building, managing, and providing strategic direction for a proactive major and planned gift program to fulfill institutional priorities as well as collaborating in the development of special fundraising initiatives and campaigns of the University. Manages and cultivates relationships with existing major and/or planned gift prospects, as well as identifies new prospects and creates engagement strategies to cultivate, solicit, and close major gifts that help the donor achieve their philanthropic goals and achieve departmental fundraising goals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates and plans development activities for the Major and Planned Giving Program. Cultivates, solicits, and stewards a portfolio of major gift prospects to achieve annual, campaign, and special project fundraising goals.
2. Works with the President, Vice President for Advancement, members of the Board of Trustees, academic leaders, and other volunteers on cultivation and solicitation of major gifts in a manner that is consistent with the University values, professional ethical practices, and individual integrity.
3. Develops and executes proactive annual action plan that includes metrics for outreach, in-person donor visits, and dollars raised.
4. Works in concert with the Gift Officers to meet unrestricted giving departmental goals and help to develop a vibrant giving club culture.
5. Researches and evaluates prospects for connections to the University and giving capacity using available tools and technologies.
6. Drafts correspondence and formal proposals for donors, as well as gift agreements to document terms of completed major and planned gifts.
7. Implements development strategies for major capital campaigns and/or fundraising initiatives to help achieve unit overall fundraising goals and objectives.
8. Identifies corporate and foundation opportunities, works with campus constituents to identify internal needs and with Advancement staff in making proposals/applications for grant funding.
9. 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.
10. Participates in regularly scheduled meetings with the Vice President for Advancement to proactively develop strategies, action plans, and reports results on major and planned gifts.
11. Supports the overall Advancement programs of the University, including active participation in events.
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. Work is performed primarily on campus and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected.

**EDUCATION AND EXPERIENCE:** Bachelor's degree required with Masters preferred, and a record of five or more years of progressively responsible fundraising experience, preferably in higher education. Ability to demonstrate history of closing major and planned gifts; experience with capital campaign is preferred; technology/computer skills are required for the purposes of prospect identification, tracking and reporting; excellent communication, relationship-building and organizational skills, as well as personal initiative and goal-orientation, are essential. Team player who understands and accepts the necessity of working collaboratively toward common goals, as well as a commitment to the mission of a Catholic, religiously-sponsored higher education institution. May require additional work hours, including some evenings, as well as off campus assignments and travel.

**TO APPLY:** External and Internal candidates please send a **letter of intent** reflecting the above responsibilities and qualifications and a **resume** to [hr@madonna.edu](mailto:hr@madonna.edu)

**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.