

ALBRIGHT COLLEGE
JOB DESCRIPTION

INCUMBENT: VACANT
POSITION: Leadership Gift Officer
SUPERVISOR: Director of Leadership Programs and Services
DEPARTMENT: Development
STATUS: Exempt

This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

GENERAL DESCRIPTION:

The Leadership Gift Officer reports directly to the Director of Leadership Programs and Services and works with that person to achieve highly successful fundraising goals for Albright College. The Officer implements and coordinates efforts to identify, cultivate, solicit and steward individuals who have the capacity to provide significant outright and/or deferred gifts to the College. The Officer will spend at least 60% of his/her time making contacts and calls outside of the office, including regional and national travel.

In coordination with the overall Development program of the College, the Officer will carry out plans to generate gifts and pledges necessary to support implementation of the Albright College strategic plan. In addition, the Officer works with other administrators and volunteers to increase enthusiasm, advocacy and gift support for Albright College.

Performance factors for this position include but are not limited to the number of contacts, commitments, and gifts made to the College.

ESSENTIAL FUNCTIONS:

- Maintain a personal call volume of approximately 20 monthly donor visits with primarily alumni and friends of the College
- Responsible for completing a minimum of 20 major gift solicitations and raising a minimum of \$500,000 in commitments for approved College priorities each fiscal year, e.g., capital projects, endowment or current operations. Gift commitments may be in the form of multi-year pledges
- Personally maintain a portfolio of up to 150 potential major donors capable of making a leadership gift to the College. This includes qualifying, cultivating, soliciting, closing, and providing stewardship for leadership gifts in the form of major gifts, planned gifts and Fund for Albright gifts
- Secure annual fund support from assigned prospects and donors as part of effective engagement
- Prepare reports, briefing materials, correspondence, proposals, and related documents for cultivation, solicitation and stewardship of major gift prospects and donors
- Prepare written and oral presentations and proposals as needed and provide staff support to the College President, Vice President for Advancement, Director of Leadership Gifts and Services, and volunteer leadership engaged in major gifts activities
- Work with the Director of Research and Stewardship and the Director of Leadership Programs and Services to coordinate building and execution of strategies of potential leadership donors

- Participate in major on-campus College functions, including but not limited to Homecoming, Commencement Weekend, and the Honors & Awards Ceremony. Must be prepared to work weekends and evening hours as needed
- Assist in the development of plans for a comprehensive campaign including strategies for capital and endowment fundraising and Fund for Albright gifts
- Devote 100% of time managing and developing donor portfolios with the expectation of traveling regionally and nationally on a consistent basis to cultivate, solicit and steward major gift donors up to 60% of the time
- Submit timely and detailed call reports on all field activity
- Work with College Relations and Alumni Relations staff to support activities and events of the College advancement effort
- Perform other duties as may be assigned by the Director of Leadership Programs and Services, or the Vice President for Advancement

PREFERRED CAPABILITIES:

- Advanced degrees or professional certification may be helpful
- Experience in higher education or nonprofit major gift or annual fund fundraising activities preferred
- Familiarity with planned giving concepts preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and effectively represent a progressive liberal arts college to various constituencies
- A high level of writing skills including experience in writing correspondence and fundraising proposals
- Excellent interpersonal and communications skills, including skills in active listening and clear articulation
- Adequate flexibility to work effectively with a wide range of constituents, including faculty, students, trustees, volunteers, alumni, administrators and students' parents
- Ability to build strong relationships, to create a high level of confidence and trust, and to communicate easily with donors about giving opportunities
- Persuasive oral, written and computer communication skills. Ability to make appropriate connections among college constituents and to nurture strong and long-lasting relationships
- Personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor
- Ability to fuse success with enthusiasm
- Collaborative, creative and critical thinking skills

WORKING CONDITIONS:

- Extensive travel required, both regionally and nationally; up to 60% of the time spent out of the office
- Weekend and evening hours required on occasion
- Normal office environment; typically sitting at a desk or table; typically standing or walking

SUCCESS FACTORS:

- Demonstrated success in achieving fundraising goals or achieving demonstrated results in a similar field
- Exceptional written, interpersonal, and oral communication skills
- Excellent demonstrated organizational and planning skills
- Proven relationship and trust-building skills and the ability to interact effectively with diverse constituencies
- Ability and aptitude for working in a fast-paced, results-oriented environment
- Demonstrated competency with Word, Excel, PowerPoint. Knowledge of Millennium software a plus
- Ability to collaborate effectively with colleagues to complete assigned duties efficiently and successfully
- An appreciation for liberal arts education and its philosophy
- Ability to manage multiple projects simultaneously and meet deadlines
- A creative approach to problem-solving, and the ability to take advantage of emerging opportunities
- A high level of energy, self-confidence, and the ability to function effectively in a fast-paced, high expectation environment

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Two years related fundraising experience; major gift experience preferred