



Director of Major Gifts

Description:

To coordinate, manage and supervise major gift efforts, as well as identify, cultivate and secure outright and planned gifts of \$10,000 or more. In addition, the director of major gifts will manage and staff volunteer committees for the capital/comprehensive campaign.

Responsibilities:

- Coordinate and manage major gift activities, including planned gifts.
- Responsible for monitoring and reporting fundraising progress toward goals.
- Supervise advancement services activities including prospect research, records, computer and proposal approval.
- Serve as moves manager of assigned case load, make a minimum of twenty visits a month, cultivate and solicit assigned prospects.
- Work with the vice president and others on the capital/comprehensive campaign.
- Perform other duties as assigned by the vice president for advancement.

Supervision:

Under the direct supervision of the vice president for advancement. Provides supervision to the major gifts team including prospect research. May supervise advancement services activities.

Qualifications:

- Must have a Bachelor's degree in a related field of study, Master's degree preferred.
- Must demonstrate a minimum five years of progressive experience in Fundraising.
- Must have exceptional verbal and written communication skills, marketing skills, organizational skills, time management skills, creative ability and analytical skills.
- Must be energetic, motivated, innovative, and take initiative.
- Must be able to travel nationally and locally as needed.

TO APPLY:

Please send resumes to jobs@fmuniv.edu.