

MAJOR GIFTS OFFICER-UNH

Function of Job:

Under general direction of responsible development official, to be responsible for identification, cultivation and solicitation of college/university alumni/parents/friends as potential donors of major (\$) gifts to the institution.

Characteristic Duties and Responsibilities:

1. In conjunction with principal officers, legal counsel, alumni-development staff and volunteers, set and execute strategies to achieve substantial gift donations from assigned prospects within designated annual revenue goals.
2. Develop and maintain in-depth knowledge of tax laws deferred (estates/bequest) giving, and legal aspects of optimal giving strategies for donors and the college/university.
3. Develop cultivation/solicitation strategies and annual activity plan for assigned campaign gift prospects.
4. Arrange opportunities for President and principal officers to interact with prospect in his/her areas of interest.
5. Keep informed of college/university's strategic plan, specific strengths and fund-raising goals.
6. Develop gift solicitation proposals for President's signature.
7. Manage volunteers on National Leadership Gifts Committee who are assigned to donor prospects.
8. Assign research projects and work with development researcher to keep files and activity interaction reports up-to-date.
9. Identify additional prospects and volunteers through rating and research systems.
10. Brief President, campaign director and other concerned officials on strategies and progress.
11. Supervise gift acknowledgement process and assure that donor's wishes have been met.
12. Participate in President's Council and Board/Advisory group activities as assigned.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications

1. Bachelor's degree and five years of experience in fund-raising or closely related field such as marketing.
2. Strong written and oral communication skills.
3. Demonstrated competence in relationship building.
4. Willingness to travel approximately 50% of time.
5. Willingness to work alone and collaboratively.
6. Ability to connect donor with appropriate campus officials for successful results.
7. Ability to use tact and diplomacy in dealings with individuals.

Additional Desirable Qualifications:

1. Advanced degree, preferably in academic area related to the special school or college for which the individual may have responsibility.
2. Knowledge of tax and legal aspects of gifts, estates, bequests.
3. Demonstrated competence in a wide range of appropriate interactive behaviors.
4. Additional affiliation with one or more schools, colleges or programs.

5/23/88

System Approval

5/23/88

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.