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<b>Job Title</b>	Major Gifts and Institutional Relations Officer
<b>PVN ID</b>	LE-2303-005475
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Institutional Advancement
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$67,000.00 - \$107,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 08, 2023 (Or Until Filled)

## General Description

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**Job Title:** Major Gifts and Institutional Relations Officer

**Category:** Managerial and Professional

**Location:** OFFICE OF INSTITUTIONAL ADVANCEMENT, Lehman College

**Full/Part Time:** Full-Time

### POSITION DETAILS

Reporting to the Vice President of Institutional Advancement, the Major Gifts and Institutional Relations Officer is primarily responsible for building relationships toward five, six- and seven-figure gifts for the benefit of Lehman College from a portfolio of current and potential funders. The Major Gifts and Institutional Relations Officer will strategize a customized approach for each funder, develop proposals and cultivate, solicit and steward gifts and grants.

The primary responsibilities of the Major Gifts and Institutional Relations Officer include:

- Build and maintain relationships with individuals with five, six and seven figure gift potential
- Build and maintain relationships with corporations and foundations with five, six and seven figure gift potential
- Collaborate with Deans, other faculty and senior administrators to develop proposals for new initiatives and refresh proposal content as needed
- Create strategy and correlating briefing documents to support donor and potential donor meetings (supported by Advancement Writer)
- Contribute to the creation of multi-year Major Gift Strategy for the department
- Finalize proposals and collateral materials to support major gift solicitations to both individuals and institutions
- Develop and launch affinity groups for donors, based on natural commonalities
- Plan and host campus tours, lectures and meetings to support major gift strategy

- Nurture relationships with faculty and administration in support of Advancement goals
- Support gala and other fundraising activities via existing and development relationships
- Contribute to the creation of multi-year Major Gift Strategy for the department

## Other Duties

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As a staff member and part of a team dedicated to securing philanthropic support for Lehman College, the Major Gifts and Institutional Relations Officer will:

- Meet or exceed fundraising goals and metrics as set by the Vice President of Institutional Advancement
- Identify and qualify new major gift prospects and create a comprehensive strategy for donor cultivation, solicitation, and retention based on the donor's giving history and capacity, managing a portfolio size of 75-100 prospective donors and current donors
- Directly solicit major gifts and partner with senior staff and/or volunteers on solicitations by providing prospect briefings, strategic guidance, and assistance with donor communications
- Develop, plan, and participate in strategic donor engagement opportunities, such as small events for select prospects in the portfolio and larger donor stewardship events
- Develop a high-quality donor experience through regular personalized correspondence, professional proposals, and timely acknowledgements
- Track prospect activity by maintaining regular reports that accurately reflect progress toward building relationships and increasing donor support
- Independently exercise ethical and sound judgement, and maintain the highest standards of donor privacy and confidence
- Have an understanding of the philanthropic landscape in the New York City area, including the Bronx, Northern New Jersey, Westchester and Connecticut
- Maintain an annual calendar of foundation grant deadlines related to proposals and reporting
- Maintain accurate records related to grant receipts, usage and reporting requirements
- Support full-scale departmental events, including but not limited to the annual gala
- Perform related duties as assigned

## Qualifications

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### QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university and six years' related experience. Continuing education including CFRE or similar certification is preferred.

A minimum of four years related experience should be in a higher education setting.

### PREFERRED QUALIFICATIONS

We are seeking an exceptional individual to join our team as a Major Gifts and Institutional Relations Officer. The ideal candidate should have the following high-level knowledge, skills, and dispositions:

- Goal-oriented mindset

- Excellent oral and written communication skills
- Ability to build relationships with all individuals
- Excellent organizational, budget management, problem-solving, oral and written communication skills
- Diligence and self-direction coupled with the ability to plan, execute, assess, and improve
- A positive, warm and friendly attitude, characterized by integrity, honesty, openness, flexibility, sound judgment, and adherence to high ethical principles
- Ability to work collaboratively across unit and divisional lines, and
- A leadership style rooted on respect for differences and a commitment to inclusion and equity-mindedness

This work requires the knowledge, skills, and dispositions described above such as high-level organizational, managerial, and communication skills, ability to analyze issues and solve problems, respect for differences, as well as sound and independent judgment, diligence, and self-direction. This position requires excellent budget development and highly developed writing, verbal and critical thinking skills. The Major Gifts and Institutional Relations Officer should be comfortable working in an environment that values intra- and inter-divisional collaboration which frequently require clarity, outreach and partnership.

This position is excluded from union representation.