

<b>Job Title</b>	Major Gift Officer
<b>PVN ID</b>	LE-2410-006514
<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>	\$135,000.00 - \$150,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 15, 2025 (Or Until Filled)

## General Description

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Reporting to the Vice President of Institutional Advancement, the Major Gift Officer is primarily responsible for building relationships and securing five- and six-figure philanthropic gifts for the benefit of Lehman College.

The primary responsibilities of the Major Gift Officer include, but are not limited to:

- Discover, cultivate and solicit major gift donors
- Maintain an active portfolio of major gift and high level annual fund donors
- Qualify donors from the prospect pool for assignment into major gift portfolios
- Create proposals and collateral materials to support major gift solicitations
- Nurture relationships with faculty and administration in support of Advancement goals
- Support annual gala and other fundraising activities via existing and developing relationships with individuals

## 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 Gift 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 120 prospective 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 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

## Qualifications

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Bachelor's degree from an accredited four-year college or university and five years' related experience. Successful candidates will have a proven track record raising major gifts from individuals. 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 the Major Gift 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.
- 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 work style rooted on respect for differences and a commitment to inclusion and equity-mindedness.

The Major Gift Officer should be comfortable working in an environment that values intra- and inter-divisional collaboration which frequently require clarity, outreach and partnership.