

Job Title	Major Gift Officer
PVN ID	LE-2410-006514
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	Institutional Advancement
Status	Full Time
Annual Salary	\$135,000.00 - \$150,000.00
Hour(s) a Week	35
Closing Date	Jan 15, 2025 (Or Until Filled)

General Description

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

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

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.