

## Alverno College Exempt Position Description

---

**Position Title:** Major Gift Officer: Individual Giving

**Date:** April 2025

**Department:** Development Office

**Reports To:** VP for Advancement

**Salary Range:** \$60,000-\$67,999, based on experience

**Status:** Full-time, 12 month - Exempt

**Primary Function:** The Major Gift Officer is responsible for cultivating, managing, and stewarding a portfolio of major gift donors and prospects to secure philanthropic support for Alverno College. This role will focus on engaging donors who are passionate about the College's mission, educational programs, and priorities, including scholarships, endowments, and leadership initiatives. The Major Gift Officer will play a key role in advancing the College's Major and Planned Gifts programs, contributing to the growth of both major donor participation and giving society involvement. The position offers an exciting opportunity to build long-term relationships with donors at varying levels of giving, helping to cultivate them into significant supporters of the College's mission. As part of the Advancement Team, the Major Gift Officer will work collaboratively with colleagues to achieve the College's fundraising goals and enhance relationships with donors, alumni, and the broader community.

### **Key Responsibilities**

- **Donor Portfolio Management:**  
Actively manage a portfolio of major gift donors and prospects, focusing on individuals at varying levels of giving. Develop and implement personalized engagement strategies tailored to each donor's interests, giving history, and philanthropic goals.
- **Discovery Calls and Cultivation:**  
Conduct discovery calls and meetings with new and prospective donors to assess their philanthropic interests and identify potential for future major gifts. Work to qualify prospects, build relationships, and cultivate them into major donors over time through personalized outreach and engagement strategies.
- **Major Gift Solicitation:**  
Lead the solicitation process for major gifts, collaborating closely with VP of Advancement and other colleagues. Tailor proposals and engagement strategies to align with donors' passions and the College's funding priorities, ensuring that donors feel deeply connected to the institution's mission.
- **Scholarships and Endowment Funds:** Assist with the stewardship of the College's scholarship programs and endowed funds. Ensure that scholarship agreements are up to date and that funds are distributed in accordance with these agreements. Keep donors informed about the impact of their gifts, with both annual and endowed scholarship funds. Collaborate with the stewardship team to ensure ongoing, personalized communication with these donors.
- **Giving Societies and Donor Engagement:**  
Play an active role in cultivating, engaging, and stewarding members of Alverno College's giving societies. Develop tailored stewardship plans for society members, ensuring they are recognized,

engaged, and feel a strong sense of connection to the College's leadership and mission. Create opportunities for deeper involvement, such as special events, giving society communications, and donor recognition opportunities.

- **Prospective Donor Engagement and Qualification:** Actively engage with new and prospective donors to assess their philanthropic interests, identify potential for major gifts, and qualify their capacity and readiness to contribute. Build strong relationships with individuals at varying levels of engagement, moving them through the cultivation cycle with personalized strategies that align with their values and the College's priorities.
- **Donor Stewardship and Retention:** Develop and implement comprehensive stewardship strategies for major donors and giving society members. Provide regular impact reports, organize special donor events, and create opportunities for ongoing engagement to ensure donors remain committed to the College's mission and vision.

### **Knowledge and Skills Required**

- **Bachelor's Degree Required**
- **Passion for Alverno's Mission:** Enthusiasm for the College's mission and a strong interest in building relationships with donors. Eagerness to learn and grow in fundraising.
- **People and Relationship Building:** Strong interpersonal skills with the ability to engage and build trust with donors, prospects, and colleagues in a positive and meaningful way.
- **Communication Skills:** Clear and persuasive verbal and written communication, with the ability to tailor messages to diverse audiences.
- **Self-Motivated and Goal-Oriented:** Ability to work independently, prioritize tasks, and meet or exceed goals.
- **Team Player:** Collaborative spirit and the ability to work well within a small, tight-knit team.
- **Growth Mindset:** Open to learning new fundraising strategies and tools, with a proactive approach to personal and professional development.
- **Organizational Skills:** Strong attention to detail, with the ability to manage donor portfolios and maintain accurate records.
- **Tech-Savvy:** Comfortable with CRM software, Microsoft Office tools, and a willingness to learn new technologies as needed.

### **Why Alverno College?**

- **Impact:** At Alverno, you'll be part of a passionate and dedicated community focused on making a meaningful difference. Your work will directly contribute to the success of the College and the students we serve, helping to advance an institution that is committed delivering a transformational education.
- **Unique Educational Environment:** Alverno College offers a distinctive, abilities-based educational experience, that focuses on equipping students with the tools and skill sets they need to succeed professionally and personally. As part of our Advancement team, you'll be contributing to a college that is recognized worldwide for its innovative approach to learning and that inspires students, faculty, and staff in a dynamic, collaborative setting.
- **Growth:** This role offers a fantastic opportunity for professional development and career growth in major gift fundraising, donor relations, and strategic development. Alverno is committed to supporting your ongoing learning and providing opportunities for advancement as you contribute to the growth of the College's philanthropic efforts.
- **Collaborative Culture:** Join a vibrant and supportive team where your ideas and contributions are valued. You'll work closely with colleagues across the College, engaging in cross-departmental efforts to achieve common goals, and making a lasting impact on the future of Alverno College.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume or C.V., and list of references to the on-line application**

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity.*