

**Alverno College
Exempt Position Description**

<u>Position Title:</u>	Major Gifts Officer	<u>Date:</u>	March 2022
<u>Department:</u>	Advancement	<u>Status:</u>	Full-time, 12 month
<u>Reports To:</u>	Executive Director		

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a Full – Time Major Gifts Officer located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Function: The Major Gifts Officer will join a talented Advancement team at Alverno working alongside the Vice Presidents and Deans to help the College achieve its vision and strategic priorities. The Major Gifts Officer will manage a portfolio of approximately 150 donors and prospects who have the potential to make significant gifts to the College.

Principal Responsibilities:

1. Manage a portfolio of prospects for Major Gifts, Planned Gifts and Annual Fund contributions, planning and executing qualification, cultivation, solicitation, and stewardship strategies. As appropriate, identify and partner with other staff, faculty and volunteer leadership. Concentrate on successful cultivation and solicitation of Major Gifts of \$25,000+ to Program, Capital, Endowment, Scholarship, and Planned Giving efforts; and on Annual Fund gifts of \$1,000 and higher.
 - a. Utilize research, data analysis, personal contacts, volunteers and faculty/staff to create lasting relationships with identified prospects.
 - b. Work to leverage relationships with identified prospects to improve corporate and foundation giving opportunities.
 - c. Create individualized Moves Management plans for each prospect, including personal visits, written communication, volunteer/board contacts and event attendance.
 - d. Make a pre-determined number of personal visits per month with prospects from the portfolio, and meet monthly contact goals.
 - e. Meet annual fundraising goals.

- f. Understand prospects' unique needs and values and work to maximize alignment with Alverno's needs and values.
 - g. Ensure effective ongoing communication of Alverno mission, goals and achievements to identified prospects.
 - h. Coordinate and write proposals, solicitation letters and reports as needed.
2. Document Moves Management contacts and plans in the Advancement database to ensure effective and accurate reporting.
 3. Coordinate participation of vice presidents, trustees, deans, development staff, students and faculty members as needed in advance of donor visits, when appropriate.
 4. Participate in department meetings, committees, and official College functions when appropriate.
 5. Collaborate with peers/Advancement colleagues to create, execute, and assess donor plans and strategies.
 6. Demonstrate understanding of and deep commitment to Alverno's mission and values.
 7. Comply with safety procedures, including maintaining clean and orderly work areas.

Knowledge and Skills Required:

1. A Bachelor's degree is required.
2. A minimum of three years of demonstrated success in cultivating, soliciting and stewarding major gift commitments.
3. Higher education experience a plus.
4. Proven ability to collaborate with high-level professionals, to keep information confidential, and to represent the College appropriately is required.
5. Friendly and enthusiastic attitude.
6. Excellent written and oral communication skills, with strong ability to adapt to a broad range of internal and external audiences with fluency and professionalism. Must have the ability to read, interpret, write and complete documents such as reports, newsletters and general correspondence.
7. Self-motivated and goal driven. Strong organizational skills with proven capacity to juggle multiple priorities and deadlines and adapt/thrive in a changing environment.
8. Proven track record of meeting revenue/performance goals.
9. Experience with Microsoft Office, especially *Word, Excel, PowerPoint*; familiarity with fundraising database systems desired.
10. Valid driver's license with a driving record that meets the qualifications of an Alverno driver.
11. Requires the willingness and ability to occasionally travel outside of the Milwaukee area and attend evening and weekend activities.

Working Relationships/Direction of Others:

1. Internally – The Major Gifts Officer reports to the Executive Director, and must have a close working relationship with academic deans, vice presidents, faculty members and the President of the College. The Major Gifts Officer must also work closely with departmental directors and staff as well as Advancement colleagues and students.
2. Externally – The Major Gifts Officer may also work with the Board of Trustees; corporate and foundation leaders; College alumnae and community leaders.

Working Conditions:

1. General office environment.
2. Travel, both out of state and within Milwaukee and Wisconsin, will be required as well as occasional evening and weekend activities.

How to Apply:

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

Please attach your cover letter, resume, and list of references to the online application