



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

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