MICHIGAN TECH FUND POSITION DESCRIPTION

TITLE: Major Gifts Officer
CLASSIFICATION: Exempt
DEPARTMENT: Michigan Tech Fund
SUPERVISOR: Vice President of the Michigan Tech Fund

GENERAL POSITION SUMMARY

The Major Gifts Officer is a full-time, exempt, at-will position with the Michigan Tech Fund. His/her primary responsibility is to identify, cultivate, and solicit individual prospects for gifts of $25,000 and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Staff an assigned portfolio of major gift prospects.
2. Achieve activity and dollar goals established in consultation with the Vice President.
3. Create individual cultivation and solicitation strategies for major donor prospects.
4. Identify and qualify new prospects for cultivation.
5. Staff assigned fundraising projects and participate in the formulation of project-specific goals.
6. Prepare written proposals for solicited prospects, as needed.
7. Recommend and participate in implementing stewardship strategies for donors.
8. Work in partnership with development officers, other Michigan Tech Fund staff, and University faculty and staff.
9. Represent the Michigan Tech Fund at key on-campus and off-campus events.

QUALIFICATIONS REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

REQUIRED:
1. Bachelor’s degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
2. Five years of successful experience in major gifts.
3. A demonstrated ability in dealing person-to-person with prospects and donors.
4. Excellent oral and written communication skills.
5. A good sense of humor.
6. Demonstrated willingness to travel.
7. The ability to work independently with an openness to work within a dynamic, collaborative team model.
DESIRABLE:
1. Graduate degree in business administration, public relations, or related field.
2. Knowledge of Planned Giving.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, or feel an object; and reach with hands and arms. The employee is frequently required to sit, walk, and stand. The employee is regularly required to talk or hear.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee may occasionally be required to lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER CLAUSE: Position descriptions are not intended and should not be construed to be exhaustive lists of all job functions, responsibilities, skills, efforts, or working conditions necessary to perform a job; they are intended to be accurate reflections of principal job elements and may be supplemented as necessary.

CONFIDENTIALITY CLAUSE: Information processed and contained within the Michigan Tech Fund is confidential. Breech of this confidential information is cause for immediate termination.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.