

**WHITMAN COLLEGE
JOB DESCRIPTION**

DATE: 1/05

FLSA DESIGNATION: Exempt

JOB TITLE: Development Officer-Major Gifts Officer

OFFICE/DEPARTMENT: Development/College Relations

SUPERVISOR: Associate Vice President for Development

DEPARTMENT HEAD: VP for Development and College Relations

BUDGET OFFICER: VP for Development and College Relations

POSITION PURPOSE:

The Major Gifts Officer will work with the Associate Vice President for Development, academic leaders, volunteers, and other development staff to identify, cultivate, and solicit major donor prospects for gifts in support of Whitman College program priorities.

PRINCIPAL ACCOUNTABILITIES:

Identify prospects for major gifts (\$10,000 and above) to the College. Participate in or lead sessions with volunteers or staff to identify prospects and rate the prospect's ability and inclination to make a major gift. This development officer will have a budget for travel and is expected to complete 12 development calls each month with major gift prospects.

Develop and implement a solicitation strategy for each assigned major gift prospect, including the amount to be asked for, the solicitor, the purpose of the gift, the form of the gift, the timing of the gift, and the actions required to move the prospect to completing a gift. Manage a portfolio of major gift prospects at all gift levels and at all levels of readiness for completing a major gift. Prepare written proposals, informational materials, gift illustrations, and other materials to secure major gifts. Coordinate the participation of administrators, academic leaders, volunteers, and development staff in major gift fundraising activities.

Provide stewardship to assigned major donor prospects by working with the stewardship manager to prepare endowment agreements, special reports to donors on the use of their funds, and recognition activities.

In consultation with the Associate Vice President for Development, establish professional goals, objectives, and strategies for major gift fundraising. Participate in assessing progress toward goals. Submit monthly progress reports to the Associate Vice President for Development. Participate in the development of policies and procedures relating to the major gift program, marketing materials for the major gift effort, and major gift cultivation and stewardship activities and events.

Seek training necessary for proficiency in the appropriate use of gift planning techniques including gifts of appreciated property, charitable lead trusts, bequests, beneficiary designations, charitable remainder trusts, pooled income funds, gift annuities, retained life estates, and life insurance gifts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Ability and willingness to travel and attend meeting and functions at various hours as required.
2. Ability to work closely and congenially with volunteers and with members of the College's administration and faculty.
3. Ability to communicate effectively with others.
4. Ability to be flexible in working in a fast-paced environment with numerous deadlines and pressures.
5. Ability to operate or oversee the operation of computers to prepare reports and other written documents using word processing, spreadsheets, data base, and graphics programs.

QUALIFICATIONS

Bachelor's degree required. Experience in institutional development, with an emphasis on cultivating and soliciting major individual gifts is highly desirable. Excellent verbal and writing skills, including the ability to determine relevant information, form compelling cases for support, and digest and synthesize vast quantities of information into a few paragraphs when necessary. Ability to work with a high degree of flexibility, accuracy, and attention to detail in a fast-paced environment with numerous deadlines and pressures. Ability to work independently and as part of a team. Extensive travel is required for this position. Some familiarity with gift planning techniques is desired.