



**Application materials should be submitted to McGee Stoller, Director of Human Resources, at [mstoller@cottey.edu](mailto:mstoller@cottey.edu).**

**Title:** Director of Major Gifts

**Date:** November 2023

**FLSA Status:** Exempt – Full time, 12-month position

**Salary:** Dependent on education and experience

**Department:** Institutional Advancement

**Reports To:** Vice President for Institutional Advancement

### **General Statement of Job**

The Director of Major Gifts is a full-time position. Reporting to the Vice President for Institutional Advancement, this position will support the Cottey College Institutional Advancement Program by identifying, cultivating, and soliciting prospects with the capacity to make contributions of \$10,000 or more. This position could be in office but would consider hybrid or remote for the right candidate. Travel – 30%.

### **Specific Duties and Responsibilities**

#### **Essential Duties:**

Identify, cultivate, and solicit prospects with the capacity to make contributions of \$10,000 or more by:

- Maintaining a portfolio of prospects as assigned by the VPIA.
- Utilizing database, CRM software and other tools to research, identify and track new prospects.
- Conducting a minimum of 20 personal and/or phone visits per month.
- Submitting a minimum of 3 documented proposals for major gifts per month.

Work collaboratively with the Institutional Advancement Team to graduate supporters through the fundraising pipeline from annual giving to Leadership annual giving, to major gifts, to planned gifts.

Maintain clear communication within CRM software and with appropriate staff on outcomes of solicitations and visits.

Work in concert with the Institutional Advancement Team to effectively execute stewardship activities designed to enhance the relationship between donors and the College.

Assist in writing, editing and design of various donor correspondence pieces including appeals and acknowledgements.

Regional and national travel required. Attendance at some evening and/or weekend activities will also be required.

Other duties as assigned.

### **Education, Experience, and Licenses**

Bachelor's degree from accredited college or university is required.

A minimum of three years of fundraising experience is required. Planned giving experience would be a plus.

Two years employment experience in higher education and/or advancement setting preferred.

### **Knowledge, Skills, and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Requires excellent organizational, interpersonal, verbal, and written communications skills.
- Requires the ability to maintain confidentiality of sensitive data.
- Requires the ability to work in a professional office environment and exhibit excellent customer service skills.
- Must be able to build and maintain positive relationships with a variety of constituencies from across campus.
- Results-oriented, entrepreneurial, have a focus on quality and be team-oriented.
- Ability to interact effectively with a wide variety of colleagues, volunteers, P.E.O. members, alumnae and prospects.
- Advanced computer skills with proficiency in Microsoft Office Suite, database, spreadsheet, and general computer experience.
- Perform tasks with personal integrity, self-confidence, enthusiasm, and professionalism.