



How to Apply: Ready to make a difference? Send your resume and a compelling cover letter expressing your passion for philanthropy and your vision for the future of Cottey College to jwhite@cottey.edu.

Title: Director of Major Gifts

Date: June 2024

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

Department: Institutional Advancement

Reports To: Vice President for Institutional Advancement

Location: Remote

Travel: 30% - 50%

Cottey College – Elevating Women, Inspiring Leaders:

Are you driven to create a lasting impact and secure significant contributions for a cause that fuels your passion? Cottey College, a beacon of empowerment for women, is on a mission to forge the leaders of tomorrow. We invite you to spearhead this transformative journey by becoming the Director of Major Gifts in our Institutional Advancement team. In this pivotal role, you won't just fundraise; you will be the catalyst in making a difference in Cottey College by identifying, cultivating, and inspiring individuals with the capacity to make substantial contributions of \$10,000 or more.

Why Cottey College:

At Cottey, we are more than an institution; we are a community dedicated to empowering women through education. As a Director of Major Gifts, you'll be at the forefront of advancing our mission to foster leadership, confidence, and excellence in women. By creating lasting connections with donors, you'll contribute to driving positive change and supporting the growth of leaders who will shape the future.

Key Responsibilities:

- **Build Meaningful Connections:** Maintain a dynamic portfolio of prospects assigned by the VPIA, utilizing advancement tools to research, identify, and track new opportunities. Conduct a minimum of 20 personalized interactions per month, fostering relationships that lead to major gifts.
- **Strategic Fundraising:** Develop and submit a minimum of 3 well-documented proposals for major gifts monthly, contributing to the growth and sustainability of Cottey College's vision.
- **Collaborative Teamwork:** Work closely with the Institutional Advancement Team to guide supporters through the fundraising pipeline, ensuring a seamless

transition from annual giving to major gifts, to planned gifts.

- **Stewardship Excellence:** Execute impactful stewardship activities in collaboration with the team, enhancing the relationship between donors and the college, and directly contributing to creating a legacy of women leaders.
- **Creative Engagement:** Assist in crafting compelling donor correspondence pieces, appeals, and acknowledgments that reflect the heart of Cottey College's mission to empower women as leaders.

Qualifications:

- **Educational Background:** Bachelor's degree from an accredited college or university.
- **Experience:** A minimum of three years of fundraising experience, with a preference for planned giving expertise.
- **Environment:** Comfortable working remotely, demonstrating excellent organizational, interpersonal, and communication skills.
- **Passion:** Results-oriented, entrepreneurial, and committed to fostering positive relationships with various stakeholders.
- **Tech Savvy:** Proficient in Microsoft Office Suite, CRM software, and general computer skills.

Perks:

- **Remote Work and Travel:** Embrace the flexibility of remote work and travel.
- **Impact:** Contribute to the transformative growth of an institution dedicated to empowering women to become influential leaders.
- **Professional Growth:** Join a collaborative team that values personal and professional development, aligned with the vision and mission of Cottey College.
- Cottey College is an equal opportunity employer, committed to diversity and inclusion. We encourage candidates from all backgrounds to apply.