

Saint Michael's College Job Description

Job Title: Major Gift Officer – Boston Region

Department: Institutional Advancement

Location: Regional position located in the Boston Area

Supervisor or Manager: Executive Director of Institutional Advancement

Date Created: 6/14/18

Last Revised: 1.31.24

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Creates meaningful relationships with alumni, parents, and friends to bring them close to the College
- Qualifies, cultivates, solicits, and stewards prospects, donors, and volunteers to create a pipeline for annual, major and planned gifts
- Manages a minimum of two Reunion Classes
- Coordinates with IA leadership and campus colleagues to execute a coordinated strategy related to alumni engagement activities

Essential Duties and Responsibilities:

- Develops annual visit, solicitation, and revenue goals in conjunction with supervisor
- Creates detailed prospect relationship strategies around donor interests and College priorities for an assigned portfolio of approximately 100+/- current and prospective donors
- Partners with advancement leadership and campus colleagues to execute a coordinated strategy for alumni and parent engagement activities
- Assists in planning events and programs in the greater Boston area
- Conducts 12-15 face-to-face meetings per month for the purposes of qualifying, cultivating, soliciting, and stewarding prospects and donors
- Manages reunion class assignments; recruits chairs and committee members; sets expectations for fundraising strategy, goals, and event information
- Prepares proposals and materials including written documentation for accurate gift recording, recognition, and stewardship
- Ensures the integrity of information in the College's database relevant to assigned prospects, including contact reports
- Facilitates relationships between major gifts prospects and administrative and academic leadership, Trustees, and other volunteer leaders
- Participates in the creation and production of major gift and/or campaign marketing pieces, both print and electronic
- Works closely with the alumni and family engagement office to assist with recruiting hosts for events, recommending venues and staffing events as needed
- Stays abreast of all campus news including enrollment, endowment, athletics, and more
- Travels to campus a minimum of 4-5 times per year and as needed per supervisor

Positions Supervised:

- N/A

Major Contacts:

- Alumni, parents, and friends of the College
- Institutional Advancement colleagues
- Saint Michael's College faculty and staff
- College leadership including the president and trustees

Demonstrates Excellence:

- Demonstrates success in gift qualification, cultivation, solicitation, and stewardship, meeting or exceeding 125 visits per year and other metric-based goals set annually
- Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team
- Represents the College in a consistently positive light
- Engages with constituents with a high level of inclusivity, equity, and sensitivity
- Possesses ability to clearly articulate the mission and vision of the College and how they align with funding priorities
- Displays a commitment to continuous growth and development to support a culture of inclusion and belonging
- Demonstrates ability to articulate the importance and values of diversity, equity, and inclusion commitment and efforts at the College and to its community
- Maintains a professional appearance, exudes a positive outlook and is willing to accept challenges and changes
- Possesses exceptional interpersonal skills and diplomacy in dealing with a wide range of personalities
- Displays excellent oral and written communication skills, with a keen ability to articulate the College's mission.
- Approaches cultivation, solicitation, and stewardship process in an individual-centric manner
- Possesses strong initiative; is highly self-motivated and has the ability to effectively handle problems as they occur; follows through on all aspects of the position with strong professional ethics, discretion, and judgment

Education and Work Experience:

- Bachelor's degree required.
- Minimum of 7 years' experience in the development/advancement field, with a preference for a background in higher education

Analytic Skills:

- Possesses the ability to navigate conflict in order to achieve successful outcomes

Language and Literacy Skills:

- Reads and interprets a wide range of information to small and large groups
- Effectively manages meetings
- Often in speaking, represents the institution to the audience
- Communicates regularly and effectively with a wide range of groups

Computer/Technology Skills:

- Familiarity with Microsoft Office products, platforms related to volunteer management and mentoring, database management, virtual meeting technology, and social media desired

Licenses, Certifications and Other Requirements:

- Must meet driver's eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Major Gift Officer, the employee must occasionally lift and/or move up to 20 pounds.

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

Additional Requirements for the Job:

- This is a regional position with remote work
- Ability to travel to Vermont for large scale events including reunion (June) and alumni and family weekend (September) required
- Infrequent evening and weekend work related to event management.
- Must travel to campus as directed by supervisor

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.