

Major Gift Officer (*multiple positions*)

Summary: The Major Gift Officer reports to the AVP Associate Vice President for Development and is an integral contributor to a dynamic team that seeks to achieve ambitious goals in pursuit of the university's fundraising priorities. The Major Gift Officer is responsible for planning and implementing a program of cultivation, visitation, and solicitation of individual major gift, planned gift, and partnership prospects, in support of fundraising for the university's strategic fundraising priorities. Candidates for this position should have experience engaging academic leaders, faculty, and community partners in the development of meaningful and productive relationships with prospects and donors coupled with a propensity to think aspirationally and a firm commitment to thrive in a unique culture of philanthropy. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities

- Design, develop and implement results-oriented strategies, plans, and tactics for discovery, cultivation, solicitation, and stewardship, for major gift and planned gift donors with an emphasis on completing 100+ personal donor visits per year.
- Manage a portfolio of approximately 150 prospects to include charting plans and timetable for each prospect to include cultivation, involvement, solicitation, and appropriate stewardship.
- Solicit gifts through personal and virtual visits, proposal presentations, follow-up telephone calls, and coordinated written correspondence.
- Draft proposals, grants, and gift agreements for major gift prospects; draft effective correspondence and written material that clearly and precisely convey the intended message.
- Track activities in Slate Advancement for each prospect.
- Proactively cultivate, build, and maintain positive relationships with donors and colleagues in a manner that contributes to achievement of the university's fundraising goals.

Secondary Duties and Responsibilities

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge, and Skills Required

- Bachelor's degree required or the equivalent in experience and education; master's or advanced degree preferred.
- Three years' experience in higher education fundraising, nonprofit fundraising and/or corporate sales. Certified Fund Raising Executive (CFRE) and/or 5 years' experience in higher education fundraising preferred.

- Proven success in goal achievement for capital, scholarship, and endowment fund development.
- Demonstrated accomplishment in the acquisition of major and planned gifts from individuals.
- Familiarity and comfort with change management processes, demonstrating an ability to anticipate where things are moving, facilitate change implementation and sustain momentum.
- Computer proficiency, particularly in MS Outlook, Word, Excel, and PowerPoint; ability to quickly learn and assimilate new systems and information. Experience with CRM software preferred.
- Exceptional follow-up and follow-through skills as well as ability to plan, organize and control large and small projects through to completion.
- Excellent interpersonal and communication skills (verbal and written), including exemplary poise, tact and diplomacy when working with a wide range of constituents and diverse audiences.
- Collaborative work style, as well as ability to work independently.
- Must thrive in a fast-paced environment with demonstrated ability to handle multiple competing tasks and demands.
- Ability to quickly analyze and resolve problems and implement efficient solutions.
- Ability to exercise sound judgment and discretion with sensitive, difficult, or confidential material and situations.
- Available and willing to work a flexible schedule, including evenings and/or weekends to meet demands of the position.

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**UA-MGO**” and **YOUR NAME** in your email Subject Line.

(**Example:** UA-MGO Jordan Washington)

Submissions received by July 30, 2021, will receive first consideration. Queens will continue to accept submissions until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom.

Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin,

disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% of the time.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds for force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the position, including occasional nights or weekend work.
- Must be able to work in office environment while having contact with faculty, staff, parents, students, donors, service providers and vendors on any given day.
- Work has deadlines, multiple interruptions, high volume and can be stressful.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.