Job Description

Job Title: Director of Major Gifts (Institutional Advancement)
Job ID: 3429
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Develops and implements strategies to secure major gifts to a College or Unit.

- Creates and implements thoughtful strategies to attract gifts from donors and prospects; works with management to establish, and meet, goals and targets

- Builds relationships, seeking new donors through prospecting using a variety of sources, and maintaining ongoing relationships with existing donors, collaborating with College and University management

- Ensures reporting requirements are completed in timely and accurate manner; utilizes automated systems for tracking and reporting

- Adheres to established protocols such as the University’s gift acceptance policy

- Performs related duties as assigned.

CONTRACT TITLE

Higher Education Officer

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Lehman College of the City University of New York invites applications for the full-time position of Director of Major Gifts. The Director of Major Gifts will take a leadership role in strategically developing and implementing an aggressive fundraising program for the College with major emphasis on major gifts. The Director is responsible for all aspects of annual giving, major gift and planned giving fund raising for the College, including identification, cultivation, solicitation, and stewardship of individuals, private corporations and foundations. The Director reports to the Assistant Vice President of Institutional Advancement and is accountable also to the Vice President for Institutional Advancement for the establishment of fundraising goals for the College and accomplishing these goals. The Director serves as a liaison with other areas of development and alumni relations as well as campus programs. The Director serves on the campaign leadership team and will work with the alumni association, senior administrators, faculty and fundraising volunteers in the planning and execution of the development program. Ensure that the reporting for fundraising operations is timely and accurate. Oversees technology changes in Institutional Advancement and coordinate with the Lehman College Foundation. The Director will provide strategic leadership to the Database Manager and work in collaboration with the Director of Prospect Research and fundraising efforts in Alumni Relations.
Duties and responsibilities include but are not limited to:
- Collaborate with the Vice President and Assistant Vice President for Institutional Advancement on the formulation of fundraising goals and priorities.
- Design and implement a comprehensive strategy to increase giving for all areas of fundraising including annual giving, major and planned giving and capital campaigns.
- Personally manage and oversee a portfolio of annual and major gift prospects between 125-150 donors and prospects capable of making gifts of $5,000 and above.
- Present Assistant Vice President with annual plan for each donor and prospect and quarterly reporting on progress. Help set campaign goals based upon targeted major gifts.
- Cultivate, solicit and secure gifts from individuals, corporations and private foundations.
- Recruit and manage volunteers for fundraising committees and staff such committees.
- Conceptualize and plan campus cultivation visits and special event fundraisers.
- Develop detailed strategies and programs for identifying, cultivating, soliciting and stewarding individual and prospective donors.
- Manage donor acknowledgment, recognition and stewardship.
- Supervise and direct development staff.
- Create solicitation and marketing materials to communicate fundraising needs.
- Manage a development annual budget and financial reporting for all development activities.
- Perform related work as assigned by the Vice President and Assistant Vice President for Institutional Advancement.

MINIMUM QUALIFICATIONS

Bachelor's degree and eight years' related experience required.

OTHER QUALIFICATIONS

Bachelor's degree required, advanced degree preferred; minimum of eight years (8) of successful experience in fundraising; experience in major gift fundraising, preferably in a higher educational institution environment; and record of success in soliciting and closing major gifts. Capital campaign experience preferred. Ability to articulate the mission and purposes of Lehman College to prospective donors. Requires skill in use of a personal computer, Raiser's Edge and related software applications. Ability to communicate effectively, both orally and in writing. Strong self-motivation, interpersonal skills and ability to establish and maintain good working relationships with prospects, donors, deans, and faculty. Ability to work as a team member with College Deans, Department Chairs and Directors to develop plans and promote donor support for College and departmental initiatives.

The Director should have:
- Knowledge and experience in both planned giving and capital campaigns
- Ability to persuade and influence others, use independent judgment and to perform tasks on own initiative, many of which have no precedent and foster a cooperative work environment as well as work effectively in a team setting
- Knowledge of Planned Giving and experience running a capital campaign
- Skill in organizing resources and establishing priorities
- Ability to develop and implement short-and-long-term goals and plans as well as develop and maintain recordkeeping systems and procedures
- Travel and attendance at evening and weekend events required

COMPENSATION

Commensurate with qualifications.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please log on to: www.cuny.edu. Click on "Employment" and scroll down to "Application for Employment." Click on "Apply for a job online Job Posting on CUNYFirst" and search for the job posting. Current users of the site should access their established accounts; new users should click the appropriate link to register. Applications must be submitted through CUNYFirst. Applicants must upload one document which includes cover letter, resume and the names, addresses and telephone numbers of at least three professional references.
Please follow instructions under How to Apply Online.

CLOSING DATE

Open until filled (closing date extended).

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.