Working Title: Major Gifts Officer
Hayes Hill Title/Level: Development Program Manager II/100% 12 month appointment
Position Reports to: Vice Chancellor for University Advancement

Position Summary:
Responsible for the identification, cultivation, solicitation and stewardship of major and deferred gift prospects to align benefactor interests with the strategic objectives of the UW-Superior Foundation. Will partner with the Vice Chancellor for University Advancement and Alumni Relations to develop and implement cultivation strategies.

Duties and Responsibilities:
- Develop and implement solicitation strategies relating to major gift and planned giving prospects.
- Manage a portfolio of 150 – 200 donors and prospects with direct responsibility for maximizing gift results.
- Identify new high-level prospects from within and outside of the University community.
- Prepare proposals and presentations for donor prospects, solicit gifts and negotiate gift agreements.
- Maintain constituent reports for every donor contact.
- Conduct comprehensive prospect evaluations with the University Advancement staff.
- Set and achieve agreed-upon performance goals.
- Team with the Alumni Relations staff to host University events that will maximize stewardship of existing major donors and the fundraising staff’s exposure to potential prospects.
- Organize and coordinate special donor events.
- Attend University events and serve on campus committees as assigned by the Vice Chancellor for University Advancement.
- Participate in and lead prospect visits with key volunteers and/or University personnel.
- Travel to assigned geographic regions.
- Serve as the University Advancement Liaison with the Athletics Department.
- Perform other responsibilities as assigned.

Knowledge, Skills and Abilities:
- Knowledge of major gift fundraising in higher education.
- Knowledge of computer programs and willingness to learn and be an efficient user of fundraising software.
- Ability to interact professionally with all levels of donors/prospects, and represent the University and Foundation in the most positive manner.
- Ability to communicate effectively, both orally and in writing with donors, students, parents, faculty, staff and others.
- Ability to establish and maintain effective working relationships with students, parents, faculty, staff and others.
- Ability to work with major donors and gifts.
- Ability to work effectively with diverse populations.
- Ability to travel and work a flexible schedule to include evenings and weekends.
- Ability to work with confidential and sensitive information and records.
- Ability to commit to the highest ethical standards.
- Ability to effectively plan, organize and direct assigned programs and operations.
- Ability to effectively work within a team-oriented environment.

Required Qualifications:
- Bachelor’s degree from an accredited institution.
- Minimum of four years’ proven fundraising experience.
- Must possess a valid driver’s license.

Preferred Qualifications:
- Master’s degree from an accredited institution.
- Experience in working in higher education fundraising.
- In-depth knowledge of planned gifts.
- Experience recruiting, training and motivating volunteers.
- Knowledge of Blackbaud’s Raiser’s Edge.

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