

Job Title: CLAS Major Gift Officer**Department: College of Liberal Arts and Sciences- University Advancement****FTE: 1.0****Job Type: Administrative****Posted Date: 1/31/12**

The PSU College of Liberal Arts and Sciences seeks a goal-oriented and self-motivated major gift fundraiser to join a team building relationships with donors to advance the College's vision of scholarship, partnership, access, and community engagement. The College of Liberal Arts and Sciences is the largest, most academically diverse unit at Portland State, encompassing more than two dozen academic departments and programs in the natural and physical sciences, social sciences, and humanities.

Portland State University

Portland State University is a comprehensive public university with an enrollment of more than 27,000 students. The University is located in downtown Portland, Oregon. Portland State's mission is to enhance the intellectual, social, cultural, and economic qualities of urban life by providing access throughout the life span to a quality liberal education for undergraduates and an appropriate array of professional and graduate programs relevant to metropolitan areas.

With more than two dozen departments serving more than 13,000 students each year, the College of Liberal Arts and Sciences provides the intellectual foundation for the liberal and professional education of students at Portland State University and for the enhancement of the quality of life in the metropolitan area.

Portland State is diverse, engaged, international, and sustainable (see www.pdx.edu).

Position Summary

The Major Gift Officer (MGO) will report to the College's Assistant Dean for External Relations.

The Major Gift Officer is expected to focus primarily on major gift fundraising from individuals with the capacity to make gifts of \$50,000 and more. The goal for this position is to develop through discovery calls and other means a personal portfolio of major gift prospects. With this portfolio developed, the person in this position will be expected to continue active prospect qualification, lead 20-40 major gift proposals, and to secure \$1 million - \$2 million in major gifts each year.

In conducting his/her work, the MGO will build strong relationships with several department chairs and work with the Dean, Assistant Dean, and others to recruit, organize, and motivate volunteers capable of making major gifts and connecting the College with others who can make such gifts.

Primary Responsibilities

- Coordinate with the Dean, Assistant Dean for External Relations and the Assistant Vice-President of University Development to establish annual fundraising goals
- Identify, cultivate, solicit, and steward major gifts
- Identify and cultivate a substantial number of new prospects that have major gift potential for the College
- Work with department chairs and other faculty on fund raising strategies and major gift opportunities

- Prepare and/or develop proposals and manage prospects and external relationships in collaboration and coordination with the Office of University Development and the entire campus external relations team
- Work with volunteers and other external constituents to develop relationships for the College
- Actively participate in fundraising strategy meetings
- Attend campus and community events as required
- Maintain records and files that reflect all donor activity, (e.g. contact reports) and ensure there is a solid donor acknowledgement system in the College

Required Qualifications

- Bachelor's degree with three to five years of fundraising experience
- Experience in major gift development
- Experience in staffing and working with volunteers
- Experience in working with donor tracking systems
- Excellent interpersonal skills and the ability to work with diverse groups including alumni, volunteers, faculty, and staff
- Excellent organizational skills with ability to manage multiple projects, and work in a fast-paced, dynamic environment
- Ability to work independently, take initiative, solve problems creatively, and take responsibility for the direction of his/her work

Preferred Qualifications

- Experience working in higher education
- Excellent spoken and written communication
- Knowledge of communication and social networking trends among alumni of all ages
- Well-educated lifelong learner, with strong critical thinking and problem solving skills
- Ability to communicate directly and enjoy constructive give-and-take
- Ability to be creative and flexible
- Keen interest and awareness of trends and issues affecting higher education
- Ability to attend various evening and week-end events
- Capital campaign experience
- Willingness to travel

Compensation

Competitive compensation package with 95% premium paid benefits and reduced tuition at Oregon University System institutions for employee and/or dependents.

To Apply

Screening of complete applications will begin immediately and continue until the completion of the search process. Applicants should send a cover letter, resume, and 3 references to: clas-jobs@pdx.edu. Electronic submission of applications is strongly preferred. Or mail to:

Search Committee – CLAS
 Portland State University
 PO Box 751
 Portland, OR 97207-0751
 Fax: 503.725.4499

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from candidates who support diversity.