

Position Number: D96627

Job Title: Major Gifts Officer

Department: Graduate School of Education/School of Social Work

FTE: 1.0 benefits eligible

Job Type: Administrative

Posted Date: December 19, 2011

Major Gift Officer – Graduate School of Education & School of Social Work Advancement Team

Portland State University seeks a goal-oriented and self-motivated major gift fundraiser to join our Advancement Team in the School of Social Work and Graduate School of Education. We seek a professional with demonstrated success in major gift fundraising, grant writing, and/or capital campaigns. The right candidate will have a passion for changing lives and excited about joining a strong team at Portland State University.

The Graduate School of Education is leading a campus-wide effort to engage PSU resources in improving student success outcomes from cradle to career. The School of Social Work is the only graduate-level social work program in Oregon and has the goal of *Changing Lives, Changing Communities* through our academic programs, partnerships, and community-based research.

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 University'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 especially relevant to metropolitan areas. The University conducts research and community service that support a high quality educational environment and reflect issues important to the region. It actively promotes the development of a network of educational institutions to serve the community.

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

Position Summary

The Major Gift Officer (MGO) will report to the Director of External Relations for the GSE/SSW Advancement Team.

The Major Gift Officer is expected to focus primarily on major gift fundraising from individuals with the capacity to make gifts of \$25,000 and more and, in the long-term building a portfolio of donors with the capacity to make gifts of \$100,000 and more. The goal for this position is to develop through discovery visits and other means a personal portfolio of 100 - 150 major gift prospects, 40-50 of whom may be under active cultivation and solicitation in a given year. 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 program directors and work with the Deans, the Director of External Relations, and others to recruit, organize, and motivate volunteers capable of making major gifts and connecting the Schools with others who can make such gifts.

Primary Responsibilities

- Coordinate with the Dean, the Director of External Relations and the Assistant Vice-President of University Development to establish annual fundraising goals
- Identify, cultivate, solicit, and steward major (\$100,000+) and special (\$25,000+) gifts
- Identify and cultivate a substantial number of new prospects that have major gift potential through discovery visits and soliciting of annual gifts to the Dean's Fund and/or President's Circle
- 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 development team
- Work with external constituencies to develop relationships through School Advisory Committees
- 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 stewardship system

Required Qualifications

- Bachelor's degree with three to five years of fundraising experience
- Experience in major gift cultivation
- Demonstrated success in staffing and working with volunteers
- Demonstrated success 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

- Master's Degree in related field and/or Certified Fundraising Executive (CFRE)
- Experience working in higher education, the K-12 system or a human service agency
- Five plus years experience working in major gifts or on a capital campaign
- Experience as a successful grant writer
- Excellent spoken and written communication skills
- 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 excellent benefits, including reduced tuition at Oregon University System institutions for employee and/or dependents.

To Apply

Screening of complete applications will begin on January 9, 2012 and continue until the completion of the search process. Applicants should send a cover letter, resume, and 3 references to:

julit@pdx.edu. Electronic submission of applications is strongly preferred. Or mail to:

Julie Thompson, PSU – GSE, PO Box 751, Portland, OR 97207-0751

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