



JOB DESCRIPTION

Job Title	Major Gifts Officer	Department	University Relationships & Advancement
Reports To	SVP Relationships & Advancement	Employment Class	Exempt, Benefits Eligible
EEO Class	2 - Professional	Authorized Driver	Yes
Schedule	Monday - Friday (available to work nights/weekends/travel as required)		

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The Major Gifts Officer (MGO) is a polished, articulate professional, able to represent the Mundelein Seminary with poise and confidence. The individual has the capacity to naturally form relationships, sustain/grow relationships, and is responsible to secure essential financial support for the mission of the University of Saint Mary of the Lake/Mundelein Seminary (USML). The MGO manages a portfolio of donors (caseload), diligently leveraging all resources to further cultivate donor relationships in effort to maximize involvement and potential giving. A significant part of portfolio management is the expectation to secure incremental major gifts and major gift donors.

Essential Job Functions/Performance Criteria

- Be a role model for integrity, fiscal responsibility, and ethical behavior/excellence;
- Actively engage, and demonstrate support of the USML mission/values;
- Responsible for a portfolio of up to 125 Major Gift donors; each donor giving a minimum of \$10,000;
- Guide the identification, cultivation, communication, and solicitation of donors to meet fundraising goals;
- Obtain, complete, and follow up on a minimum of 5 visits a week, with the goal of 20% solicitations;
- Actively engage with other major gifts officers in support of and developing the donor strategy;
- With the SVP create an individualized fundraising plan; including financials, targets, and dates;
- Cultivate donors through Moves Management visits, phone calls, and personalized mailings;
- Solicit and secure major gifts from incremental prospects/current donors;
- Partner with Board of Advisors, USML Administration in the cultivation/solicitation of donors;
- On a daily basis, accurately input all donor portfolio activity/communications in the Raiser's Edge database;
- Maintain a comprehensive understanding of the University's program initiatives and capital priorities to articulate to donors the organization's mission and priority programmatic objectives;
- Other duties as assigned.

Ancillary Job Functions

- Treat others with dignity, respect and courtesy.
- Actively recognize others for jobs and work done well.
- Consistently perform at the individual best in all personal and professional behaviors.
- Assume accountability for work, demonstrate collaboration, learn from both success and failure.
- Continuously attempt to grow and improve personal qualities and professional performance.
- Listen patiently; demonstrate understanding of what others have to say.
- Take initiative to improve both processes/outcomes; incorporate best practices/innovations.
- Ensure compliance with all USML policies and standards.
- Model USML values of service, innovation, and teamwork. Holds self/others accountable for these values.
- Participate in a mission based culture, responsible for strong performance; appropriately acts on feedback.
- Participate in USML donor events; use these events to cultivate donor identification opportunities.
- As required, availability to work nights/weekends/occasional travel.

Education and Experience – An equivalent combination of education, training and experience will be considered.

- Bachelor's degree required;
- A minimum of three (3) years of proven Major Gift-level fundraising experience;
- Demonstrated success as a MGO and responsible for a portfolio of at least \$1M in annual giving

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position.

- Innovative
- Ability to close major gift solicitations;
- Excellent listening skills;
- Strong communication skills including written, verbal and e-communications;
- Excellent organizational and planning skills;
- Pay close attention to details;
- Proficient in Microsoft Word and Outlook;
- Knowledge of Raiser's Edge a plus;
- Customer service oriented with exceptional follow-through ability;
- Process and results oriented;
- Driven, yet flexible;
- Genuine support and cohesive working with others in a Catholic environment.



Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Typically an office-based position with flexibility in movement; regular use of office equipment, phone, copier.
- Position will travel and is exposed to outside elements, weather, traffic, etc.
- Must have a valid driver's license, full use of a personal car
- A vast and historical 1100-acre wooded campus (lake, buildings, bridges, 27-hole golf course, farm fields).
- Work under pressure and meet established goals and objectives.
- The capacity to maintain composure under stress, using tact, good judgment... "you are always on stage."
- A commitment that all people have the right to dignity, respect, opportunity and full community inclusion.
- Possess a philosophy that is consistent with the Mission, Vision, and Values of the University organization.
- Consistently well-groomed to meet the expectations of the Donor audience;

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Physically able to perform the duties as assigned including the ability to lift to 30 pounds occasionally,
- Ability to stand, sit, or walk for extended periods of time,
- Ability to routinely ascend two to four sets of steps multiple times during the day,
- Ability to travel outside the university campus for donor visits.