

## JOB INFORMATION

|                       |                           |
|-----------------------|---------------------------|
| Job Code              | OA86                      |
| Job Description Title | Sr. Major Gifts Officer I |
| Pay Grade             | UA11                      |
| Range Minimum         | \$94,290                  |
| 33rd %                | \$121,000                 |
| Range Midpoint        | \$134,360                 |
| 67th %                | \$147,720                 |
| Range Maximum         | \$174,430                 |
| Exemption Status      | Exempt                    |
| Approved Date:        | 11/17/2025 4:12:54 PM     |

## JOB FAMILY AND FUNCTION

|               |                         |
|---------------|-------------------------|
| Job Family:   | University Advancement  |
| Job Function: | Major & Principal Gifts |

## JOB SUMMARY

Under general supervision, the Senior Major Gifts Officer I supports the college's fundraising efforts by managing a portfolio of major gift prospects. This role focuses on cultivating and soliciting gifts of \$4M or more and contributes to the implementation of donor strategies and stewardship activities. Operates with moderate autonomy and collaborates closely with senior development staff.

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Collaborates with the dean and advancement leadership to implement fundraising strategies that support the college's annual and long-term goals.</li> <li>Identifies, cultivates, and solicits major gift prospects for gifts of \$4M or more. Completes approximately 80-100 significant face-to-face visits annually.</li> <li>Presents proposals and makes solicitations to secure private support to meet individual and unit goals.</li> <li>Participates in stewardship activities, including acknowledging donors and attending events.</li> <li>Assists in organizing donor functions and events, including logistics and programming.</li> <li>Participates in development meetings and professional development activities.</li> <li>Provides updates to the Director of Development on goal status and donor activity.</li> <li>May assist with budget input and basic reporting tasks.</li> <li>Operates with moderate autonomy and may assist in mentoring junior staff.</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education      |     | Years of Experience | Focus of Experience                                                                            |  |
|-------------------|-------------------------|-----|---------------------|------------------------------------------------------------------------------------------------|--|
| Bachelor's Degree | No specific discipline. | and | 7 years of          | experience in gift solicitation, development, fundraising, marketing, or portfolio management. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of business acumen and office procedures; knowledge of advanced concepts, practices and procedures in the areas of fundraising, sales, marketing, recruiting, public relations, and must have the ability to adapt and respond appropriately to situations involving concurrent tasks.

A demonstrated record of successful major gift solicitations and experience designing and executing donor identification, cultivation, solicitation and stewardship strategies.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details | Time Frame | Required/ Desired |  |
|------------------------------------------------|--------------------------------|------------|-------------------|--|
| DL NUMBER - Driver License, Valid and in State |                                | Upon Hire  | Required          |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        | X            |            |            |        |
| Eye/Hand/Foot Coordination    |       |        | X            |            |            |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Vibration         |       |        | X            |            |            |

**Vision Requirements:**  
Ability to see information in print and/or electronically.