

## **Colgate University**

### **Planned Giving Officer (Remote Possibility)**

**Requisition Number:** 2022S024Posting

**Full Time/Part Time:** Full Time

**Division:** Office of Advancement

**Department:** Planned Giving

#### **Department Statement:**

Colgate University, a top-ranked liberal arts college, is seeking a Planned Giving Officer to effectively develop and maintain relationships with key major and planned gift constituents. Founded in 1819, Colgate is a small, highly selective residential liberal arts college for students of talent who are preparing for lives of leadership and productive citizenship. Colgate University enjoys a strong tradition of philanthropy and engagement, having successfully raised over \$480 million from more than 34,500 community members during Passion for The Climb: The Campaign for Colgate, completed in 2012. On an annual basis, more than 56% of Colgate's alumni engage with the university through philanthropy, volunteering, or engaging at online and in person programs, including signature events like Reunion that draws in more than 2500 alumni and guests. This tradition of philanthropy paired with strong levels of alumni affinity position Colgate well for even greater success, as the Vice President and his team prepare to lead the community into an historic and comprehensive campaign. At this pivotal moment in the university's history, Colgate is seeking a Planned Giving Officer to play an integral role in supporting the Advancement team. The successful candidate will possess strong leadership, interpersonal, and communication skills, as well as the ability to balance multiple priorities in a fast-paced environment. Communication and "customer service" skills, the ability to collaborate with a variety of internal and external entities, must be accurate and detail oriented, and possess relevant skills that can include experience in fundraising, administration, financial services, bookkeeping, or legal areas.

#### **Accountabilities:**

Accountable for effectively developing and maintaining relationships with key major and planned gift (and prospective major and planned gift) constituents as assigned. Ensures effective qualification, cultivation, and stewardship of constituents. Responsible for increasing levels of annual and long-term engagement and giving within assigned constituents. Accountable for meeting or exceeding key performance metrics including visits and proposals, as determined by department leadership.

Responsible for effective management of fundraising projects and events as assigned. Accountable for positively representing all aspects of the university at all times.

This position offers remote flexibility in the Central New York or New York Metro area.

### **Professional Experience/Qualifications**

- Must possess strong leadership, interpersonal, and communication skills.
- The ability to balance multiple priorities in a fast-paced organization.
- Enthusiastic commitment to advancing the University's mission.
- Must be able to work collegially and effectively with a diverse group of alumni, students, faculty, and staff on a daily basis.

### **Preferred Qualifications**

- Knowledge of Planned Gift arrangements is highly desirable.
- Experience in private college advancement is desirable, those with a proven track record in garnering philanthropic support are encourage to apply.

### **Education**

A Bachelor's degree or the equivalent combination of education and experience from which comparable skills have been acquired is required.

### **Other Information**

This position offers remote flexibility in the Central New York or New York Metro area.

### **Work Schedule:**

Weekdays, with occasional weekends.

### **Job Open Date:**

04/08/2022

### **Job Close Date:**

9/24/2022

### **Open Until Filled**

Yes

### **Special Instructions Summary**

## **EEO Statement**

It is the policy of Colgate University not to discriminate against any employee or applicant for employment on the basis of their race, color, creed, religion, age, sex, pregnancy, national origin, marital status, disability, protected Veterans status, sexual orientation, gender identity or expression, genetic information, being or having been victims of domestic violence or stalking, familial status, or any other categories covered by law. Colgate is an Equal Opportunity/Affirmative Action employer. Candidates from historically underrepresented groups, women, persons with disabilities, and protected veterans are encouraged to apply.

## **Clery Act**

### **CAMPUS CRIME REPORTING AND STATISTICS**

The Campus Safety Department will provide upon request a copy of Colgate's Annual Security and Fire Safety Report. This report includes statistics as reported to the United States Department of Education for the previous three years concerning reported: 1. crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Colgate University; and on public property within, or immediately adjacent to and accessible from, the campus and 2. fires that occurred in student housing facilities. The report also includes institutional policies concerning campus security and fire safety, such as policies concerning sexual assault, life safety systems, and other related matters. To obtain a copy, contact the Campus Safety Compliance Manager via e-mail at [cusafety@colgate.edu](mailto:cusafety@colgate.edu). You may also access the report from the Campus Safety web page at: <https://www.colgate.edu/offices/support/campussafety>.

To view the full job posting and apply for this position, go to:  
<https://apptrkr.com/3394782>

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