

HR Form 103

COMMUNITY COLLEGE OF PHILADELPHIA

POSITION DESCRIPTION

FACULTY _____ ADMINISTRATIVE ☒ CLASSIFIED _____ CONFIDENTIAL _____

POSITION TITLE: Major Gifts Officer

DEPARTMENT: Office of Institutional Advancement

DATE PREPARED: 8/14/23

DIVISION: Institutional Advancement

POSITION #: A00253

GRADE/RANK: IV

REPORTS TO: Associate VP, Philanthropic Development

If an authorized description already exists for this position, reauthorization is not necessary unless the position has been materially changed. In the case of the existing authorization, send a photocopy with the employment request.

GENERAL DESCRIPTION: The Development Officer is responsible for managing a portfolio of major, planned, foundation and corporate donors. This position is responsible for identifying, researching, cultivating, soliciting and personally stewarding major and planned giving prospects and donors (individuals, corporations, foundations, community organizations, etc.) to support endowment, current use, and capital projects for Community College of Philadelphia and the Community College of Philadelphia Foundation. This position is responsible for managing the planned giving marketing program.

SPECIFIC RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

- In collaboration with advancement and other college staff, develop and implement strategies for identification, research, cultivation, solicitation and stewardship of major, planned and annual gifts from individual prospects, corporations and foundations.
- Manage at least one hundred (100) five- to seven-figure prospects.
- Maintain active and regular contact with prospects based on assigned monthly visit goals.
- Meet annual dollar goals and goals to increase the pipeline.
- Personally, solicit major, planned, annual and sponsorship gifts.
- Assist in managing the planned giving marketing program through a third-party platform.
- Analyze data and prepare planned giving mailings, emails and newsletters to strategically targeted groups.
- Develop and implement strategies to upgrade donors at every level.
- Plan and execute strategic, meaningful, targeted cultivation events.
- Maintain accurate and timely records of all prospect and donor contact in donor database.
- Communicate with Advancement staff to ensure gifts are accurately recorded, processed, administered based on donor intent.
- Create opportunities for College leadership and advancement staff to cultivate and steward donors.
- Participate in College and Foundation events.

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POSITION DESCRIPTIONFACULTY _____ ADMINISTRATIVE X CLASSIFIED _____ CONFIDENTIAL _____

POSITION TITLE: Major Gifts Officer

- Work with College and volunteer leadership to advance fundraising priorities.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Three (3) years' experience in diversified fundraising in a higher education setting preferred.
- Experience in planned giving desirable.
- Excellent organizational skills and the ability to manage multiple projects required.
- Capacity to develop enduring relationships with a diverse range of people, including high wealth individuals, and high-level corporate, foundation, and community leaders.
- Superior written, oral and interpersonal communication skills required.
- Ability to work with a variety of constituents, both internal and external required.
- Demonstrated knowledge of fundraising principles.
- Demonstrated team-building skills.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.
- Demonstrated professionalism and the ability to handle difficult situations with diplomacy and tact.
- Experience working in a community college preferred.
- Experience in planned giving desirable.
- Knowledge of Raiser's Edge preferred.
- Proficiency in Microsoft Office One Drive, Word, Excel and PowerPoint.
- Must be available for occasional evening and weekend work.
- Valid driver's license required.

SIGNATURES: (Please print or type name below signature)**DATES:**

Prepared by	_____	_____
Human Resources Officer	_____	_____
Affirmative Action Director	_____	_____
Senior Officer	_____	_____
President	_____	_____