

## **Senior Major Gifts Officer (Hybrid Eligible)**

### **University Overview**

The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual U.S. News & World Report survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn's distinctive interdisciplinary approach to scholarship and learning. As an employer Penn has been ranked nationally on many occasions with the most recent award from Forbes who named Penn one of America's Best Large Employers in 2023.

Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play.

The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more.

COVID-19 vaccination or a University authorized exemption is a requirement for all positions at the University of Pennsylvania. For more information about Penn's vaccine requirements, visit the <https://coronavirus.upenn.edu/> for the latest information.

### **Posted Job Title**

Senior Major Gifts Officer (Hybrid Eligible)

### **Job Profile Title**

Major Gifts Officer Senior

### **Job Description Summary**

Reporting to the Associate Vice Dean for Advancement, the Senior Major Gifts Officer will be responsible for identifying, cultivating, soliciting and stewarding a portfolio of prospects and donors capable of making gifts of \$100,000 or more to priority projects of the School of Arts and Sciences and University. By developing a deeper meaningful relationship between the prospects and donors and Penn, the Senior Major Gift Officer will endeavor to maximize lifelong giving. Working as part of an experienced team of fund raisers in the School of Arts and Sciences within a University-wide donor-centric prospect management system, the Senior Major Gifts Officer will design and execute a major gifts plan for their assigned region that creates visibility for the School, expands its prospect base, and builds the School's major gifts pipeline.

A key feature of this position is the need to work collaboratively and productively with colleagues across Development and Alumni Relations at Penn, including Major Gifts, Planned Giving, Principal Gifts, and Alumni Relations, contributing to a total team effort on behalf of SAS and Penn.

## **Job Description**

### **Targeted Pay Range: \$105,000-\$119,000**

This Targeted Pay Range is only applicable to this job posting. All salary offers are made based on the candidate's qualifications, experience, skills, and education as they directly relate to the requirements of the position, as well as internal and market factors and grade profile.

## **PRINCIPAL DUTIES**

- Manage and develop a personal portfolio of assigned donors and prospects, with emphasis on those capable of making a gift of \$100,000 or more. Significant travel is expected, including potential international travel.
- Achieve mutually agreed upon annual goals for visits, solicitations and gift totals.
- Develop and implement individualized strategies for top prospects that leverage key relationships within SAS and across Penn leading to successful engagement, cultivation, solicitation, and stewardship. As part of this effort, staff school and university academic leadership, SAS board members and other volunteers as needed.
- Maintain a working knowledge of the School and University fundraising priorities.
- Cultivate strong partnerships with central development staff.
- Work with the alumni engagement team in the SAS Office of Advancement to align fund raising with targeted engagement of SAS alumni in key cities and regions.
- Plan and staff special events in support of the School's fundraising and alumni engagement effort.
- Identify and recommend candidates for volunteer roles within the School and across the University as appropriate.
- Represent SAS on ad hoc University-wide committees and at events and professional conferences as required.
- Other related duties as assigned from time-to-time.

**\*\*Please provide a resume and cover letter in order to be considered for this role. Please upload all documents in the "Resume/CV" section of the application prior to submitting.\*\***

## **Qualifications**

- Bachelor's Degree and five to seven years of fundraising experience - or a comparable, transferable skillset - with demonstrated ability to cultivate, solicit, and close six-figure major gifts from high-net-worth individuals required. Experience in a complex higher education institution preferred.

- Intellectual curiosity and appreciation for the academic mission of a liberal arts institution.
- Proactive approach that takes initiative and actively seeks to deepen current donor relationships and forge new ones.
- Ability to work independently and as part of a team to achieve both engagement and revenue goals.
- Maturity and diplomacy to navigate relationships with the cultural fluency, interpersonal, and networking skills necessary to build relationships with external (donors, prospects, board members, volunteers, friends) and internal constituents (deans, faculty, staff, colleagues).
- Ability to manage multiple priority projects at once with ease and efficiency.
- Excellent written and oral communication skills. Ability to articulate the case for support and the vision/mission/goals of the School.
- Excellent attention to detail; strong organizational skills and ability to plan.
- Tact, sensitivity, maturity, judgment and the ability to manage ambiguity and change necessary.
- Proficient in SalesForce, or a similar relationship management solution, and Microsoft Outlook, Word, PowerPoint, and Excel.
- Ability to travel extensively domestically and internationally, and for extended periods and work evenings and weekends as needed; a valid passport is required.
- Successful candidates will also reflect the core operating values of the SAS Office of Advancement, which include: demonstrated mutual commitment to excellence; professionalism, creativity and adaptability; respect for the roles and responsibilities of individual members of the SASOA team; a collaborative and collegial style, and transparency in communication.
- Valid driver's license required

**Job Location - City, State**

Philadelphia, Pennsylvania

Hybrid Eligible - This position is eligible for a hybrid work schedule with a work week divided between working onsite and working remotely.

**Department / School**

Development and Alumni Relations

**Pay Range**

\$61,046.00 - \$95,972.00

Salary offers are made based on the candidate's qualifications, experience, skills, and education as they directly relate to the requirements of the position, as well as internal and market factors and grade profile.

**Affirmative Action Statement**

Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

## Special Requirements

Background check required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

## University Benefits

- **Health, Life, and Flexible Spending Accounts:** Penn offers comprehensive medical, prescription, behavioral health, dental, vision, and life insurance benefits to protect you and your family's health and welfare. You can also use flexible spending accounts to pay for eligible health care and dependent care expenses with pre-tax dollars.

- **Tuition:** Take advantage of Penn's exceptional tuition benefits. You, your spouse, and your dependent children can get tuition assistance here at Penn. Your dependent children are also eligible for tuition assistance at other institutions.

- **Retirement:** Penn offers generous retirement plans to help you save for your future. Penn's Basic, Matching, and Supplemental retirement plans allow you to save for retirement on a pre-tax or Roth basis. Choose from a wide variety of investment options through TIAA and Vanguard.

- **Time Away from Work:** Penn provides you with a substantial amount of time away from work during the course of the year. This allows you to relax, take vacations, attend to personal affairs, recover from illness or injury, spend time with family—whatever your personal needs may be.

- **Long-Term Care Insurance:** In partnership with Genworth Financial, Penn offers faculty and staff (and your eligible family members) long-term care insurance to help you cover some of the costs of long-term care services received at home, in the community or in a nursing facility. If you apply when you're newly hired, you won't have to provide proof of good health or be subject to underwriting requirements. Eligible family members must always provide proof of good health and are subject to underwriting.

- **Wellness and Work-life Resources:** Penn is committed to supporting our faculty and staff as they balance the competing demands of work and personal life. That's why we offer a wide variety of programs and resources to help you care for your health, your family, and your work-life balance.

- **Professional and Personal Development:** Penn provides an array of resources to help you advance yourself personally and professionally.

- **University Resources:** As a member of the Penn community, you have access to a wide range of University resources as well as cultural and recreational activities. Take advantage of the University's libraries and athletic facilities, or visit our arboretum and art galleries. There's always something going on at Penn, whether it's a new exhibit at

the Penn Museum, the latest music or theater presentation at the Annenberg Center, or the Penn Relays at Franklin Field to name just a few examples. As a member of the Penn community, you're right in the middle of the excitement—and you and your family can enjoy many of these activities for free.

- **Discounts and Special Services:** From arts and entertainment to transportation and mortgages, you'll find great deals for University faculty and staff. Not only do Penn arts and cultural centers and museums offer free and discounted admission and memberships to faculty and staff. You can also enjoy substantial savings on other goods and services such as new cars from Ford and General Motors, cellular phone service plans, movie tickets, and admission to theme parks.

- **Flexible Work Hours:** Flexible work options offer creative approaches for completing work while promoting balance between work and personal commitments. These approaches involve use of non-traditional work hours, locations, and/or job structures.

- **Penn Home Ownership Services:** Penn offers a forgivable loan for eligible employees interested in buying a home or currently residing in West Philadelphia, which can be used for closing costs or home improvements.

- **Adoption Assistance:** Penn will reimburse eligible employees on qualified expenses in connection with the legal adoption of an eligible child, such as travel or court fees, for up to two adoptions in your household.

To learn more, please visit: <https://www.hr.upenn.edu/PennHR/benefits-pay>

**To apply, visit <https://apptrkr.com/4180636>**

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