



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Major Gift Officer - Women's Philanthropy
DEPARTMENT: Development
SUPERVISOR: Senior Director of Development
FLSA STATUS: Exempt

MAJOR PURPOSE:

The Major Gift Officer - Women's Philanthropy holds primary responsibility for the cultivation and stewardship of women seeking to be engaged meaningfully and generously to Jessup at all levels. The MGO - Women's Philanthropy supports the Refined Women's Collective; acquires, cultivates and stewards its members and provides giving opportunities to The Jessup Fund, capital campaigns and major giving. This position provides influential leadership for Jessup's constituency of women and provides leadership oversight of development events at Jessup.

ESSENTIAL FUNCTIONS

- Identify prospects. Analyze and predict donor's propensity, capacity and enthusiasm to give. Gather pertinent data alongside the prospect researcher to determine the best candidates for the major gifts program.
- Cultivate prospects. Demonstrate a keen sense of curiosity for donors – seeking to compel each donor to give substantially by asking the right questions – and able to personally adapt as needed to meet the needs of donors.
- Solicit prospects. Moving prospective major donors along the donor pipeline ready to receive an appropriate asks based upon donor intent and interest.
- Stewardship of donors. Develop stewardship strategies that continue the major gift relationship for future gifts and planned giving opportunities.
- Manage and cultivate a portfolio of 125-175 women that support Refined and other donor designations
- Collaborate with other University Development Gift Officer's in identifying, cultivating, soliciting and stewarding women's generosity for the comprehensive campaign.
- Manages a rated prospect list as part of the moves management system.
- Lead the Refined Women's Collective for the purposes of engaging with women to become generous to the university through The Jessup Fund and other designated gifts university wide.
- Lead all Development events such as The Jessup Gala providing members of the Jessup constituency base as a means to engage meaningfully and become generous to the university.
- In collaboration with the Alumni and Parent Relations Officer cultivate alumna and mother's of Jessup students.
- Develop ongoing appeals/communications in an effort to increase support and awareness to the activities of the university and its women's constituency

- Support the overall long-term financial strength and support of the University by visiting with donors and prospective donors about a variety of gift possibilities, particularly deferred and planned gifts.
- Works alongside the Church Relations Director in the cultivation and stewardship of local Church Partner women's ministries.
- Provide significant partnership and sponsorship opportunities to local businesses and corporations led by women who align with Jessup's mission and desire to create scholarships for the future generation of women
- Oversee and balance the budget for Refined Women; within the annual program budget, manage existing and/or additional alumni/parent programs, services and communications.
- Create positive donor relations by assuming primary responsibility for providing options to engage with the university through events, service opportunities, learning seminars and impactful giving.
- Help the University to meet fundraising goals by having a thorough understanding of current capital projects, needs for endowments, University gifts, and other annual campaign efforts that support The Jessup Fund.
- Enhance donor relations by representing Development and Alumni Relations at functions and meetings as assigned and working with women donors and potential donors, alumni, students, friends, and various constituencies of the University.
- Prepare for professional and donor meetings by establishing and maintaining professional competency and currency in the field of university development work through professional reading, developing professional contacts with colleagues, attending professional development courses, attending training and/or courses required by the Senior Director of Development.
- Assure donor confidentiality as well as the confidentiality of the projects undertaken by the Office of Development by conducting all personal contacts and communications with donors in a professional manner.
- Further the attainment of established goals for the Office of Development by developing and maintaining cordial and professional working relationships with University faculty, staff, students, administrators, and professional staff and appropriate off-campus constituencies.
- Participate as a fully productive member of the professional staff by adhering to all University policies and procedures and the internal policies and procedures of the Office of Development.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Contribute to the overall success of the Office of Development by performing all other duties as assigned.

QUALIFICATIONS:

EDUCATION/CERTIFICATIONS:

- Bachelor's degree, Master's degree preferred

EXPERIENCE:

- A proven fundraising track record, as well as possible history in finance, sales, and marketing
- The ability to lead, work in a team setting, and work independently
- Detailed and in-depth knowledge of fundraising, its impact and tax-laws associated
- Comfort in researching and analyzing large groups of data to uncover prospects
- Excellent verbal and written communication aptitude
- Capable of handling numerous tasks at once and still meeting deadlines

SKILLS/ABILITIES:

- A strong and visible Christian faith
- Must be able to determine how best to develop and maintain effective relationships with donors and determine when and how a prospective donor can be successfully solicited for a gift
- Must be able to motivate volunteers
- Demonstrate ability to relate well to, and understand the needs and interests of donors in order to develop or strengthen relationships between them and the University
- Ability to participate in all aspects of the gift cycle
- Must have knowledge of planned giving techniques and vehicles
- Must travel and work irregular hours as needed
- Requires proficient computer and database management skills
- Possess excellent verbal and written communication skills as well as professional interpersonal skills
- Work well in a team environment and be able to accept input as well as supervisory guidance
- Must be a self-starter who regularly sets and achieves work goals

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and

tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date