

MUHLENBERG COLLEGE
ALLENTOWN, PA

Position Title: Leadership Gift Officer
Supervisor: Assistant Vice President of Development
Classification: Administrative Management

The Leadership Gift Officer will advance the mission of the College by developing and increasing the level of personal involvement and financial commitment of alumni, parents and friends. Position requires extensive travel.

Characteristics Duties & Responsibilities:

1. Responsible for the identification, solicitation and closure of prospects for outright gifts at the \$25,000 level and above.
2. Develop and maintain a travel schedule to personally visit 15-20 prospects a month – a minimum of 180 visits are expected to be made during each 12-month cycle.
3. Responsible for raising funds for approved College priorities in each fiscal year -- i.e. Capital Projects, Endowment or Current Operations. These commitments may be in the form of multi-year pledges.
4. When appropriate, work with the Planned Giving Officer to cultivate, solicit and close planned gifts.
5. Attend major on-campus College functions, including but not limited to Homecoming, Reunion/Commencement Weekend, Honors Convocation, Opening Convocation, and Board of Trustee meetings and retreats; as well as regional alumni event activities.
6. Other duties as assigned in pursuit of the mission of the Development organization.

Qualifications:

1. Bachelor's degree required.
2. Strong interpersonal and relationship building skills, excellent oral and written communication skills, and the ability to persuasively represent the College's goals.
3. Demonstrated ability to meet or exceed goals, effectively handle multiple priorities, and work well as a part of a team.
4. Proven self-starter, able to take appropriate initiative to ensure success.
5. A successful track-record, minimum of three years, in higher education development or transferable experience applicable to raising major and planned gifts is required.
6. Previous campaign experience and knowledge of planned giving is desirable.
7. Basic understanding of relational databases and computer systems is a plus.

Working Conditions:

Extensive travel, and some night and weekend work are required.

August 2011