



Position Title: Leadership Gift Officer
Department: Advancement
Supervisor: Director, Leadership and Planned Giving
Classification: Administrative Management (Exempt, full-time)

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. This position requires extensive travel. The incumbent will be part of an experienced and talented development team challenged with meeting and exceeding the College's annual goals.

Duties & Responsibilities

- A. Manage an on-going fund raising cultivation cycle with a portfolio of 250 qualified leadership gift prospects capable of making gifts of \$25,000 or more to the College.
- B. Develop and maintain a travel schedule to personally visit a minimum of 120 qualified prospects during each 12-month cycle.
- C. Responsible for raising leadership gift level commitments 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.
- D. Share responsibility for meeting the annual fund raising goals and objectives, including participating in annual fund solicitations, phonathons and other duties as assigned.
- E. Utilize academic and administrative leaders, trustees and other volunteers to gain access to prospects and close gifts.
- F. Identify opportunities where multiple giving vehicles are most appropriate.
- G. Assist in the planned giving effort by cultivating, soliciting and closing planned gifts.
- H. Attend major on-campus College functions, including but not limited to Alumni Weekend, Commencement Weekend, Honors Convocation, Opening Convocation and Board of Trustee meetings and retreats; as well as regional alumni event activities.
- I. Collaborate with the alumni affairs team in successfully staging relationship building dinners, programs and events to foster stronger ties to Muhlenberg. Work closely with the entire advancement team to assure that fund raising opportunities are maximized.
- J. Identify potential College volunteers for any of the following areas: planned giving, annual fund, reunions, student career networking and placement, alumni association and leadership boards as necessary.
- K. Create annual operating plan, defining individuals to be cultivated, solicited and closed as well as dollars to be raised. Responsible for meeting these targets.
- L. Will be expected to contribute ideas and strategies for collaborative development programs.
- M. Perform other duties as assigned in pursuit of the mission of the Advancement organization.

Qualifications

1. Bachelor's degree, preferably in the liberal arts. Belief in, commitment to, and the ability to articulate clearly the values of Muhlenberg College's mission in an enthusiastic, clear and compelling manner.

2. Excellent written, communication and relationship building skills.
3. Strong personal work ethic and unquestioned personal integrity.
4. Flexibility and the demonstrated ability to thrive in a fast paced environment, juggling numerous cultivation relationships with prospects simultaneously.
5. Demonstrated ability to meet or exceed goals, effectively handle multiple priorities and work well as a part of a team, within a clearly defined policy and procedure protocol.
6. Proven self-starter, able to take appropriate initiative to ensure success.
7. Ability to successfully leverage the time of volunteers, and academic and administrative staff in contact with donors. This includes strong preparation and good judgment about the extent to which cultivation can effectively be staff driven.
8. Five or more years of development/relationship building experience. Familiarity with planned giving concepts and combination gifts is a requirement.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.

10/2017