

Job Title: Major Gift Officer (*Director of Development- Gift Planning*)

Job Summary: The Major Gift Officer (*MGO – working title of Director of Development- Gift Planning*), shall serve as a senior development professional for the UW Foundation with a primary focus on securing planned and major gifts (\$25,000+) in support of the University of Wyoming.

Essential Responsibilities:

- Qualify, cultivate, solicit and steward planned and major gift (\$25,000+) donors and donor prospects for the benefit of University of Wyoming.
- Travel a minimum of 30% of work schedule.
- Developing high trust relationships with donors, donor prospects, campus partners, UW alumni, and friends.
- Participate as a key team member in a centralized development structure and play a critical role in building a collaborative, team-oriented environment among university leadership, faculty, and staff.
- Serve as the liaison between the UW Foundation and various campus units.
- Meet annual individual fundraising goals in addition to other performance goals – including face to face visits, substantive donor contacts, and the submission and closing of both major and planned gift proposals.
- Work closely with UW Foundation staff, Deans, Directors, Department Heads, faculty members, and athletic department staff, in the planning and identification of planned and major gift fundraising initiatives and opportunities.
- Align donor interests with UW programs and initiatives.
- Appropriately and proactively steward donors.
- Artfully ask for the right gift, at the right time, in the right manner.
- Actively participate in campus advisory board meetings and other college/unit activities.
- Participate in UW external relations events and activities as appropriate.
- Actively participate in UW's prospect management/proposal-tracking program to maintain accurate prospect information and ensure appropriate cultivation, solicitation, and stewardship of major gifts.
- Collaborate with colleagues in discussing prospects, coordinating solicitations, and creating materials in support of college/unit fundraising efforts.
- Manage a portfolio of 100-150 donors and donor prospects.
- Other duties as assigned.

Minimum Requirements:

- Bachelor's degree or equivalent combination of education and experience in closely related field such as marketing, public relations, communications, or sales.

Desired Qualifications:

- Experience with non-profits and/or higher education.
- Communication skills with an ability to write and speak persuasively about the role of philanthropy in higher education.
- Experience in development/philanthropy and specifically planned giving.
- Experience in successfully soliciting and securing planned and major gifts (\$25K and larger).
- Experience in professional advising including practice of law, accounting, financial services, banking, and/or fiduciary/trustee services.
- Master's or professional degree.

Competencies:

- Successful relationship building techniques
- Effective oral communication
- Effective interpersonal communication
- Collaboration
- Project management
- Teamwork