

**Saint Ignatius College Prep
Job Description**

Job Title: Major Gift Officer

Status: Exempt, Full-Time

Reports To: Chief Development Officer

Summary: The Major Gifts Officer is responsible for the identification, qualification, cultivation and solicitation of major gifts (\$50k+ over a 5 year period) from alumni, parents, and friends of the school in the Illinois, Indiana, and Wisconsin areas.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Identification, cultivation and solicitation that joins together the philanthropic interests of donors with the priorities and needs of the SICP.
 - Identifies, qualifies, cultivates and solicits major gift prospects, frequently visiting constituents at the school, or in their local communities or places of employment. Initiate personal outreach with an assigned portfolio of approximately 150-175 SICP alumni, family, and friends. Primary role is to maintain this portfolio through strategic qualification, finding new prospects, and referring other prospects down to the Director of Alumni Relations.
 - Develop significant long-term relationships with current and future benefactors whose resources will be integral to supporting the mission of SICP.
 - Establish and maintain a rapport with each benefactor and encourage, support and sustain the benefactor's philanthropic relationship with SICP.
2. Attend a significant number of regional and campus events as a representative of the school. Travel, evenings, and weekend activity is routine.
 - Cultivates new, existing, and established donors by purposefully using primary SICP engagement opportunities (i.e. class reunions, Gloriam, Society events, President's and Chairman's Dinner) to develop individual—and continual—solicitation strategies.
3. Promote teamwork across the Development Department, working as a true partner to match each donor's vision with the needs of the SICP.
4. Works closely with Chief Development Officer (CDO) and Director of Prospect Management and Strategy to develop strategies and solicitations around outright, endowed, and deferred giving. Brings potentially impactful prospects up for additional research and proactively utilizes SICP Leadership and other influential members of the SICP community to develop, deliver, and present holistic proposals based on a donor's ability to give.
5. Reports, on a timely basis, on all progress towards accomplishing weekly, monthly, and annual objectives.
6. Develops working and sustaining relationships internally with faculty, coaches, department heads or chairs, and other strategic partners to use in solicitations for academic, athletic, or programmatic priorities that evolve over time.
7. By partnering with CDO and SICP Leadership in key solicitations, raises in excess of ten times annual salary and benefits each year after 18 months in the role.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- College degree and/or equivalent work experience preferred 3-5 years of experience as a Gift Officer
- Comfortable and effective in dealing with high-net worth individuals
- Ability to easily develop rapport with leadership level benefactors and their networks
- Proficient in Microsoft Office programs (i.e. Word, Excel, etc.)
- Excellent writing and communication skills
- Ability to achieve measurable goals and deadlines
- Must have high energy and excellent decision-making skills
- Must be comfortable interacting with diverse constituents and the greater public
- Must have excellent public speaking skills
- Proficient in Microsoft Office programs (i.e. Word, Excel, etc.), Raisers Edge

(NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Administration reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel workload, or technological developments. Salaried employees are expected to work 40-55 hours weekly with a typical work schedule and events).