

SENIOR MAJOR & PLANNED GIVING OFFICER

UNIVERSITY ADVANCEMENT

Description: The Senior Major & Planned Giving Officer has primary responsibility for planning and implementing a fundraising program for the University with emphasis outside of Greenwood to maximize the Foundation's fundraising potential. Prepares an annual operating plan outlining the fundraising strategy for the year, and works with Foundation staff, Deans, and the Foundation Board to maximize success. Cultivates and solicits funds from alumni, identifies major donor prospects, creates individual stewardship activities that recognize existing donors, monitors expenditures from existing endowments, travels to meet with donors and prospects.

Minimum Requirements: Bachelor's degree and a minimum of eight (8) years of progressively responsible experience in fundraising required. A valid driver's license and safe driving history required. Must have strong skills in providing excellent customer service and demonstrate strong ethics. Valid driver's license and safe driving history required.

Preferred Requirements: Master's degree and experience working in a higher education environment with deans and other university administrators is preferred.

Knowledge, Skills and Abilities: Demonstrated analytical and fundraising skills with ability to recognize and prioritize opportunities to attain goals. Ability to work cooperatively to achieve goals, share information in a high-quality presentation format with constituents, and continuously upgrade standards to maintain quality in areas of responsibility. Ability to provide direction and motivate others. Ability to adapt to changing situations. Ability to maintain high level of confidentiality and organization. Ability to manage multiple projects and meet deadlines. Working knowledge of Blackbaud Raiser's Edge or similar CRM software.

Hire Range: \$105,000- \$ 120,000annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: UP17 – **State Title:** Development Officer **Band:** Unclassified

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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