

**Major Gifts Officer and Senior Donor Relations Officer
Notre Dame College**

Reports To: Vice President for Advancement
Department: Advancement
Position Status: Full-Time
Exemption Status: Exempt

Working closely with the Vice President for Advancement and in collaboration with the President, Board members, other departmental/faculty and staff members and constituent group volunteers, the Senior Donor Relations Officer secures financial commitments to Notre Dame by engaging constituents in the life of the College, by communicating Notre Dame's strategic goals, and by leveraging volunteer networks thereby inspiring and motivating constituents to support NDC's mission.

Duties and Responsibilities:

- Manage a portfolio of 100 major gift prospects and donors with a focus on raising gifts at the \$25K and higher level.
- Identify, cultivate, solicit and steward major gifts donors and prospects; recommend and implement cultivation and solicitation strategies.
- Conduct a minimum of 12 face-to face visits per month.
- Personally, soliciting annual fund gifts each year from all assigned prospects.
- Maintain working knowledge of institutional priorities, academic programs, and events. When appropriate, host prospects and donors at College sponsored events.
- In coordination with the other staff members, draft proposals and provide follow-up stewardship and reporting as required.
- Works closely with team members to create strategies for next steps.
- Maintain/record relationship "moves management" activity in Donor Perfect.
- Plan and host campus visits for major prospects as a key step in their preparation for leadership giving.
- Plan out of town cultivation events; travel to meet with alumni one on one to increase engagement and investment in the College.
- Steward members of the Marian Legacy Society; maintain knowledge of current tax laws, investments and planned giving opportunities to increase opportunities for support.
- Actively market the planned giving program to portfolio.

Requirements:

- Bachelor's Degree with a minimum of five years of successful experience in major gift fundraising, preferably in education.
- Demonstrates organizational and interpersonal skills necessary for building relationships with external (donors, prospects, trustees) and internal (deans, faculty, staff, colleagues) constituents.
- Demonstrate excellent active listening skills that promote relationship-building and communicate genuine curiosity about others' lives and interests

- Ability to communicate the mission, goals and values of the College in a positive way to inspire confidence, loyalty and pride among constituent groups.
- Excellent verbal and written communication skills.
- High comfort level with cold calls and direct donor interaction.
- Successful experience in managing a portfolio and developing effective cultivation and solicitation strategies.
- Proven ability to self-motivate and work both independently and as part of a team.
- Experience with fundraising database, Donor Perfect preferred.
- Travel as needed; occasional night/weekend events.

About Notre Dame College

Notre Dame College was founded by the Sisters of Notre Dame in 1922. Their charism still serves as the foundation of our College today, as we strive to provide a career-focused, values-based, private Catholic education to a diverse student body.

Studying at Notre Dame means personal, one-on-one attention from professors, dozens of student groups, a tight-knit student body, and a well-rounded curriculum. A liberal arts education from Notre Dame College equips students with personal and professional skills that help them chase their passions and change the world.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.