



Major Gift Officer

College of Saint Mary is seeking an experienced Major Gift Officer to join our team. This position is an opportunity for an individual to be an active contributor to a multi-year, \$40M comprehensive campaign to support scholarships, endowment and capital needs of the college.

The Major Gift Officer is primarily responsible for the cultivation of major donors and prospective donors to the College. Utilizing their passion for College of Saint Mary's mission and core values, the person in this position will plan, participate in and execute the solicitation of major gifts through the active management of a portfolio of donors and prospective donors which include alumnae and friends of the College.

Essential Functions

- Maintain an active relationship with each of the 100+ major donors and prospective major donors in their portfolio, who will be at various stages of identification, cultivation, solicitation and stewardship.
- Communicate with all constituents in their portfolio at least four times each year to check in, share information and provide updates on the college, solicit support, collect pledge payments, invite to events and thank and acknowledge support. In-person visits should be the primary means of connection with donors when possible.
- Work collaboratively with the Data Input Coordinator and Major Gifts Specialist to share in the responsibility of maintaining accurate records within the fundraising software concerning gift processing, current contact information, contact logs, etc.
- Seek to grow and diversify their portfolio of major donors supporting CSM's mission through active prospecting and new discovery.
- Ability to maintain a high level of activity and call activity expectations of 12-15 meaningful connections per month.
- Working knowledge of the most common vehicles for planned giving.
- Ability to grow the number of donors at the Leadership Circle Level and grow the number of donors with a planned gift.
- Together with the Major Gifts Specialist, conduct prospect research and utilize wealth screen technology to formulate strategic plans for donors.

Required Education and Experience:

Bachelor's degree required. At least a minimum of three years progressive experience with demonstrated success in development required.

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for Major Gift Officer](#)

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