

## **Major Gifts Officer/Corporate Fundraiser**

The University of Mary invites applications for a full-time, exempt Major Gifts Officer/Corporate Fundraiser professional. A Major Gifts Officer/Corporate Fundraiser is responsible for securing funds for the organization by managing a group of assigned, qualified donors (caseload) assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement. The benefit of this position will be the satisfaction of helping donors fulfill their passions and interests through their giving of support to the University of Mary and Benedictine Higher Education.

### Essential Roles and Responsibilities Include:

- Create individual goals and cultivation plans for each donor in the caseload based on capacity and affinity to the University. In a timely and methodical manner, the MGO will execute these plans
- Independently generate, qualify, and maintain a caseload of 100-150 Major Gift donors
- Work with constituent groups and subcommittees within the University. The MGO will gather case information and create compelling "Case for Support" documents
- Coordinate cultivation and solicitation visits with donor/University staff as needed
- Serve as a resource to other Mission Advancement staff in the identification and cultivation of supporters
- Prepares and submits a monthly dashboard report to the Vice President for Public Affairs
- Performs other related duties as requested and assigned

### Qualifications include:

- Bachelor's degree in appropriate area required
- Master's degree is preferred
- Minimum of five years of successful track record of cultivating and soliciting six and seven figure gifts for both restricted and unrestricted campaigns required; ten years relevant experience is preferred
- Experience with balancing annual needs with ambitious Capital Campaign goals in donor priorities required
- CFRE or other advanced credentials preferred
- Preference towards those with experience in creating planned giving programs
- Excellent interpersonal, communicative (both verbal and written), analytical, problem solving, and time management skills is a necessity
- In-depth understanding of direct marketing principles and relational donor bases is required
- Knowledge of the Catholic Church, Benedictine Tradition, and Catholic higher education required
- Working knowledge of planned giving methods

- A thorough understanding of the *Donor Bill of Rights* required
- Ability to travel both locally and nationally on a regular basis
- Ability to work flexible hours, including nights and weekends as expected
- Upholds and promotes the Christian, Catholic, Benedictine mission of the University of Mary
- Supports the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities
- Builds a culture of ready and earnest hospitality in the office of Mission Advancement and throughout the university in accord with Saint Benedict's admonition that *all be received as Christ*

The University of Mary is a private, Christian, Catholic, Benedictine university that welcomes students of all faiths and backgrounds. Infusing Benedictine values throughout the educational experience, Mary offers distinguished, professionally-focused academic programs enlivened by the liberal arts, global and civic service, robust internships, and mentoring by respected faculty. As one of the most affordable private universities in the nation, Mary offers exceptional educational value as well as outstanding scholarship and financial aid opportunities.

For more information on the University of Mary, please watch a short video by clicking on this link: <https://youtu.be/Go37Hy6QrVs>

We welcome your interest in joining the University of Mary. To apply, email a letter of interest and resume to [employment@umary.edu](mailto:employment@umary.edu) or mail to University of Mary, Attn: Human Resources, 7500 University Drive, Bismarck, ND 58504.

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