

South Texas College of Law Houston

Position Description

Job Title: Director, Major Gifts
Department: Advancement and Alumni Engagement
Reports To: Senior Director, Strategic Advancement
FLSA: Exempt
Salary: \$81,000 - \$93,000
Submit Resume: <https://stclh-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobInfo&version=1&jobid=89>

SUMMARY The Director, Major Gifts is responsible for securing major gifts from alumni, entities, and friends that help the law school fulfill its campaign goals and contribute to its lasting strength. The Director serves as a vital member of the Advancement department, which spans all fundraising functions, alumni engagement, and philanthropic services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Advocate and fundraise for the law school with compelling communication and in-depth knowledge of institutional priorities, points of pride, strategic vision, and the facets of its higher education mission.

Facilitate positive, purposeful relationships between alumni, donors, friends and members of the law school community.

Develop a strategic long term approach for a robust pipeline of proposals while meeting annual fundraising goals.

Successfully achieve individual annual fundraising goals through the management of a robust portfolio of major gift prospects, and closing major gifts of \$25,000 from alumni and friends of the law school, individuals, foundations, and corporations.

Develop cultivation, solicitation, and stewardship strategies that make good use of relationships between current and potential donors and law school academic, administrative, and volunteer leadership.

In collaboration with colleagues in Marketing and Communications, prepare written proposals to solicit prospects for gifts in support of the law school using persuasive language to promote visionary gift opportunities.

Travel extensively in and out-of-state to meet personally with current and potential donors to promote the law school's strategic priorities and funding opportunities.

Participate in key on-campus and off-campus events for the purposes of donor cultivation, and enhance the prospect's familiarity with the law school experience.

Adhere to established protocols, such as the law school's gift acceptance policy.

Ensure reporting requirements are completed in timely and accurate manner, and utilize automated systems for tracking and reporting.

Comply with all aspects of the law school's Customer Service Standards.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The demonstrated ability to strategize, formulate and close gifts of five and six figures and above, and reach annual fundraising goals and targets.

General understanding of planned and legacy giving strategies and cultivate donor prospects.

Excellent written and oral communication and negotiation skills; demonstrably strong planning and organizational skills; ability to handle multiple projects simultaneously with attention to accuracy and detail.

Flexibility and initiative, as well as the ability to work independently as well as to collaborate with others for productive outcomes.

Superb judgment in all areas related to frontline fundraising.

Exceptional interpersonal capabilities in order to partner seamlessly with executive leadership, the law school staff, and high-level volunteers in order to meet increasing fundraising goals.

Demonstrated ability to handle confidential information with appreciation for the importance of complete protection of the privacy of donors and prospects.

Proficiency in Raiser's Edge or a similar constituent database.

Experience in an institution of higher education, or an environment of similar complexity, is preferred.

Able to travel as necessary in order to meet fundraising goals.

EDUCATION and/or EXPERIENCE A minimum of seven years of major gifts experience with demonstrated accomplishment in the acquisition of gifts from individuals, including direct ask experience.

Bachelor's degree required; advanced degree appreciated.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple and complex correspondence. Ability to effectively and professionally communicate in one-on-one small group and large group situations to students, alumni, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to perform basic math essentials

REASONING ABILITY

Ability to define routine problems, collect data, establish facts, and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations, especially when department head may be out of office or unavailable. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand and walk. Occasional light to moderate lifting from floor level, at waist, and above shoulders required. Infrequent bending and stooping necessary. Specific vision abilities required by this job include close vision in order to accurately input data and proofread; distance vision in order to recognize and assist visitors to the department.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fast paced, multi-tasking, non-smoking work environment. Must be able to work the general business schedule of the law school (9:00 a.m. to 5:30 p.m.) and as needed.