

MAJOR GIFTS OFFICER

JOB SUMMARY

The Major Gifts Officer is a fund-raising position whose primary constituencies include alumni, friends, development prospects, churches, and organizations. This position is tasked with a focus for creating opportunities of philanthropic support for the University seeking support of the campus in general as well as the spiritual aspects of the University.

The Major Gifts Officer strategically spends 75% of their time seeking major gifts in support of the University and 25% of their time seeking annual gifts to the annual fund.

University of the Ozarks values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the University's mission are also required.

DUTIES AND RESPONSIBILITIES

- The Major Gifts Officer is a fundraising position. Donor research, identification, cultivation, solicitation and maintenance/stewardship are major factors within success of this position.
- Performance indicator is successful attainment of the annual goals set by the University for the Ozarks Annual Fund and overall yearly goals set for this individual. This is normally salary times 2.
- Solicit gifts and formal gift commitments for which the purpose of the gifts support the mission and strategic initiatives of the University and do not pose a risk to the well-being of the University.
- Manage a portfolio of annual fund personal solicitations with a goal of upgrading donors to higher levels of annual giving.
- Responsible for completing 6-10 personal visits per month to alumni, donors and prospects, seeking major gifts or annual gift.
- Develop annual professional goals stated in operational and measurable form; stated with specificity in respect to magnitude, time, responsibility and overall productivity.
- Maintains an appropriate work climate that will encourage and foster the achievement of individual goals for staff members and departmental goals.
- Possess personal work habits that include judgment, initiative, organization and time management, communication, reliability, positive work relations with others, knowledge of University policies and procedures; adaptability and flexibility and attendance.
- Perform other duties as assigned.

SKILLS AND ABILITIES:

- Experience working with Raiser's Edge, Microsoft Office Word Pro, Excel and PowerPoint.
- Excellent organizational ability, high level of accuracy, attention to detail
- Effective communication skills.
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.

- Develop and maintain relationships with key college students with the intent of involving them in church and donor related visits and activities.
- Travel is required, as is evening and weekend work as necessary.

QUALIFICATIONS:

- Bachelor's degree required.
- Five years of experience in high education or non-profit fundraising with focus on individual gifts.
- Demonstrated success with gift fundraising; experience in building and maintaining relationships based on trust and respect.
- Prefer experience working with capital campaigns.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.

APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Applications received by April 10 will be given full consideration. Please send a letter of interest, resume; and three current letters of reference to: humanresources@ozarks.edu