



CARROLL UNIVERSITY

Position: Senior Advancement Officer (New Position)

Apply here: <https://secure4.saashr.com/ta/6153588.careers?ShowJob=503597456>

Classification: Administrative Staff- Full Time- 12 Month- 2080 Hours

Reports To: Assistant Vice President for Development

Summary: In this newly created position, the Senior Advancement Officer (SAO) will be responsible for the development and implementation of strategies for the solicitation of major gifts, including outright and deferred/planned gifts. The SAO will manage a portfolio of at least 150-175 rated prospects that have the capacity and inclination to make a gift of \$25,000 or more to support a wide range of university initiatives.

Responsibilities:

- Develop a working knowledge of Carroll University in general and funding priorities specifically so as to articulate a compelling case for support to all constituents.
- Manage a sufficient prospect portfolio of alumni, friends, parents and faculty to generate a minimum of 12-15 prospect visits per month that will lead to the growth in the number of completed major and planned gift solicitations and gifts closed. Strategically schedule prospect visits to use time efficiently and effectively with approximately 50% of time spent out of office on visits (some regional and national travel required).
- Provide timely stewardship of assigned prospects and donors.
- Provide staff support for appropriate university officials for the purposes of prospect cultivation, solicitation and stewardship as needed.
- Communicate closely with the appropriate staff regarding information pertaining to major and planned gift prospects, including contact/action reports, proposal generation, planned gift documentation, gift acknowledgements and other data important for the preservation of donor/prospect records.
- Participate in development activities, such as capital campaigns, events, donor briefings, committee meetings, and volunteer activities, as needed and appropriate.
- Assist with the successful development and implementation of Institutional Advancement events, including but not limited to, homecoming, reunion, donor functions (luncheons/dinners, etc.) and athletic events, that can be utilized for cultivation and/or stewardship activities for prospects and donors.
- Perform other duties as requested, delegated or assigned.

Qualifications:**Education and/or Experience:**

- Bachelor's degree required
- Minimum of four years of major gift experience, preferably in higher education or equivalent experience in a related field
- Demonstrated successful track record in the cultivation, solicitation and stewardship of major and planned gifts (\$25,000 and above) is preferred
- Working knowledge of planned and deferred giving vehicles strongly preferred
- Ability to make “cold calls” via phone for prospect discovery and cultivation
- Ability to manage stress with multiple competing priorities while maintaining a positive attitude and affect.
- Knowledge of development data systems (RE NXT preferred)

Additional Knowledge, Skills and Abilities:

- Ability to clearly articulate the mission of Carroll University.
- Strong interpersonal and organizational skills and aptitude to work with people of different ages and temperaments.
- Superior written and oral communication skills.
- High energy level, self-motivated, and self-directed to design and complete complex projects.
- Must have the skills and/or ability to: multi-task and meet deadlines; be a team player; work collaboratively; understand the principles and techniques relevant to major gift fundraising in higher education; and participate in evening and weekend activities as necessary.
- Demonstration of integrity, positive attitude, diplomacy, tact, courtesy and a sense of humor.
- Knowledge of Microsoft Windows, Excel, Word, and Power Point.
- Candidates must be willing and able to support and advance the [University mission](#).

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