

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Major Gifts Officer

POSITION OVERVIEW

Reporting to the Vice President for Institutional Advancement, this position serves as a key member of the Institutional Advancement team, and will be responsible for implementing strategies toward achieving the philanthropic goals of the Academy. The Major Gifts Officer ("MGO") will be charged with securing annual, capital, and endowment support for College priorities. **This is a full-time, benefits eligible calendar-year Confidential position.**

DUTIES

- Identify, cultivate, and solicit donors and prospective donors for annual gifts.
- Qualify donors and prospective donors who are capable of making gifts of \$25,000 or more in support of the College's institutional priorities.
- Personally manage portfolio of prospects and attain annual goals, including 110 visits with prospective donors, and four (4) major gift solicitations, including at least one (1) solicitation of \$50,000 or more in year one.
- Develop strategies and execute outreach, cultivation, solicitation and stewardship meetings with new and existing donors.
- Support donor recognition activities and events which have a strategic impact on the success of the major gifts program and fundraising for College-wide priorities.
- Facilitate productive relationships between donors, senior administrators, and other College staff to solicit high-level gifts in support of fund-raising priorities. As appropriate, introduce and involve additional College staff in the fund-raising process.
- Manage administrative responsibilities, including timely completion of proposal, pledge and commitment documents; documentation of individual prospect strategies and evaluation of new prospects; stewardship reports; and general correspondence.
- Correspond with and visit prospects, donors, and their advisors. Travel as appropriate to fulfill duties. Maintain and submit timely reports on visits with prospects and donors.
- Working in concert with the Vice President for Institutional Advancement, prepare annual and long-range plans and forecasts for administrative review, and coordinate plan revisions and updates.
- Develop and implement projects/ initiatives aimed at bringing new major donor prospects into the College's gift pipeline.
- Perform other responsibilities as identified by the *Vice* President for Institutional Advancement.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to embrace the school's mission;
- Ability to effectively communicate the funding needs of the Academy;
- Ability to determine when and who is the best solicitor for closing a major gift;
- Excellent oral and written communication skills are required, with strong public speaking skills preferred;
- Excellent interpersonal skills are necessary;
- The ability to establish strong and effective personal and professional relationships;
- Strong organizational and prioritization skills;
- High professional and ethical standards for handling highly confidential information;

- The successful candidate will demonstrate flexibility and an entrepreneurial spirit.

REQUIREMENTS

- Bachelor's degree is preferred.
- At least five years of demonstrated fundraising success as a development professional preferably in higher education or similar experience.
- Ability to interact effectively with volunteers, prospects, trustees and the campus community.
- Ability to oversee multiple projects and quickly discern and prioritize complex and competing interests.
- Advanced level computer skills using a Windows based operating system, specifically MS Word, Excel, and Internet.
- Understanding of fundraising best practices and ability to develop, manage and execute a tactical plan.
- Excellent oral and written communication skills, diplomacy, superb organizational skills and a desire to be part of a dynamic fund raising team.
- Available to travel, including evenings, weekends, and holidays, when needed / necessary.
- Demonstrated problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the College.
- Ability to work occasional nights and weekend to support Institutional Advancement department and related College events.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Board of Trustees, Donors, Alumni, Parents, Students and various external and internal constituencies;
- This job requires the capacity to travel, work evenings and several weekends as necessary;
- The job is generally sedentary, however individual must be able to traverse the campus grounds which include hills, paths and access MMA's ships and boats. Occasionally ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms to maintain balance walk through narrow passages;
- Very occasional exposure to extremes in weather, including rain, sleet, snow, rough seas;
- Frequent use of keyboard and computer screen;
- Occasionally lift and move up to 30 pounds.