

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Major Gifts Officer (Corporate)

POSITION OVERVIEW

Reporting directly to the President, the Major Gifts Officer serves as a key member of Maine Maritime Academy's advancement efforts and is responsible for implementing strategies to achieve the philanthropic and external funding goals of the Academy.

The Major Gifts Officer ("MGO") will be responsible for securing annual, capital, and endowment support for Academy priorities, as well as developing and managing corporate sponsorship opportunities and partnerships that advance the mission and strategic priorities of Maine Maritime Academy.

DUTIES

- Identify, cultivate, solicit, and steward donors and prospective donors for annual, capital, and endowment gifts.
- Qualify donors and prospective donors who are capable of making gifts of \$25,000 or more in support of the Academy's institutional priorities.
- Personally manage a 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.
- Identify, cultivate, solicit, and steward corporate partners and sponsors to support Academy programs, events, initiatives, and institutional priorities.
- Develop and manage a comprehensive corporate sponsorship program, including sponsorship packages, proposals, agreements, recognition opportunities, and stewardship plans.
- Build and maintain relationships with businesses, industry partners, employers, and other corporate entities whose interests align with the Academy's mission and strategic priorities.
- Work collaboratively with the President and appropriate Academy departments to identify new corporate partnership and sponsorship opportunities.
- Support donor and sponsor recognition activities and events that have a strategic impact on the success of the major gifts, corporate sponsorship, and fundraising programs.
- Facilitate productive relationships between donors, corporate partners, the President, senior administrators, trustees, and other Academy staff to secure high-level gifts and sponsorships in support of institutional priorities. As appropriate, introduce and involve additional Academy staff in the fundraising process.
- Manage administrative responsibilities, including the timely completion of proposals, sponsorship agreements, pledge and commitment documents, individual prospect strategies, evaluation of new prospects, stewardship reports, and general correspondence.
- Correspond with and visit prospects, donors, corporate partners, sponsors, and their advisors. Travel as appropriate to fulfill duties and maintain timely reports on visits and interactions.
- Working in concert with the President, prepare annual and long-range fundraising and corporate sponsorship plans and forecasts, and coordinate revisions and updates as needed.
- Develop and implement projects and initiatives aimed at bringing new major donor prospects and corporate partners into the Academy's fundraising pipeline.
- Track and evaluate major gift and corporate sponsorship activity, including prospect development, solicitations, commitments, renewals, and stewardship.
- Perform other responsibilities as identified by the President.

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 and effectively communicate the Academy's mission and strategic priorities.
- Ability to effectively communicate the funding and sponsorship needs of the Academy.
- Ability to identify appropriate fundraising and sponsorship opportunities and determine the most effective strategy and solicitor for securing major gifts and corporate support.
- Excellent oral and written communication skills are required, with strong public speaking skills preferred.
- Excellent interpersonal and relationship-building skills.
- Ability to establish strong and effective personal and professional relationships with donors, alumni, corporate leaders, industry partners, trustees, and other stakeholders.
- Strong organizational, project management, and prioritization skills.
- Ability to develop compelling gift proposals, sponsorship packages, and partnership opportunities.
- High professional and ethical standards for handling highly confidential information.
- Ability to work collaboratively with the President, senior leadership, faculty, staff, volunteers, and external partners.
- The successful candidate will demonstrate flexibility, initiative, creativity, and an entrepreneurial spirit.

REQUIREMENTS

- Bachelor's degree preferred.
- At least five years of demonstrated fundraising, development, major gifts, corporate relations, sponsorship, or related experience, preferably in higher education or a similar environment.
- Demonstrated success cultivating, soliciting, and stewarding major donors and/or corporate partners.
- Experience developing corporate sponsorships, strategic partnerships, or business relationships is strongly preferred.
- Ability to interact effectively with donors, corporate executives, volunteers, prospects, trustees, alumni, and members of the campus community.
- Ability to oversee multiple projects and quickly discern and prioritize complex and competing interests.
- Advanced computer skills using a Windows-based operating system, specifically Microsoft Word, Excel, and web-based applications.
- Understanding of fundraising, major gift, donor stewardship, and corporate sponsorship best practices, with the ability to develop, manage, and execute tactical plans.
- Excellent oral and written communication skills, diplomacy, superb organizational skills, and a desire to contribute to a dynamic advancement effort.
- Available to travel, including evenings, weekends, and holidays, when needed or necessary.
- Demonstrated problem-solving capabilities with a high degree of integrity, ethics, professionalism, and dedication to the mission of the Academy.
- Ability to work occasional nights and weekends to support Academy advancement activities, donor and corporate engagement, and related events.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include the President, Board of Trustees, donors, corporate partners, sponsors, alumni, parents, students, and various external and internal constituencies.
- This position requires the capacity to travel and work evenings and weekends as necessary.
- The position is generally sedentary; however, the individual must be able to traverse campus grounds, including hills and paths, and access MMA's ships and boats. This may occasionally include ascending or descending ladders, stairs, ramps, and similar structures, and navigating narrow passages.
- Very occasional exposure to extremes in weather, including rain, sleet, snow, and rough seas.
- Frequent use of a keyboard and computer screen.
- Occasionally lift and move up to 30 pounds.