



March 14, 2012

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Milwaukee, Wisconsin  
53222-4597  
www.mtmary.edu

### Major Gift Officer

414-258-4810

The Major Gift Officer contributes to the realization of Mount Mary's mission through the cultivation and solicitation of prospects and relationship-building with alumnae and friends of the College.

Seeking an experienced fundraiser with a background in higher education and an affinity to

- access to post-secondary education
- excellence in a private, liberal arts college setting
- women's leadership
- social justice

Mount Mary College is embarking on a comprehensive campaign to capitalize on its strong momentum-enrollment growth in recent years, new graduate-level programs, financial reserves, and vibrant leadership on-boarded over the past two years.

We seek a field fundraiser to encourage major philanthropists to support the education of Wisconsin's next generation of strong women leaders and to invest in creative enterprises across the College's curriculum in art & design, fashion, nursing, occupational therapy, art therapy, business administration, and more.

This position offers a wide scope of opportunity for an experienced fundraiser. In particular Mount Mary offers an environment and culture that will resonate with:

- A commitment to diversity in higher education
- A passion for access to education
- An interest in social justice
- An affinity to faith-based education and a community drawn together by core values rooted in the legacy of the School Sisters of Notre Dame.

The Major Gift Officers will be an integral member of a high-energy fieldwork team focused on:

- Proactively working with a prospect portfolio of high potential constituents and friends.
- Contributing to the framing of a campaign that is forward-looking and transformative.
- Collaborating and leading on creative strategies to implement a fundraising program resonant with the mission of Mount Mary and representing excellence on all measures.
- Building partnerships across the faculty and administration to tell the Mount Mary story in persuasive and moving ways.
- Partnering with colleagues in External Relations to elevate the presence and reputation of Mount Mary locally, regionally, and nationally.

Our ideal candidate will have a Bachelor's degree or higher, and will have the benefit of five to seven or more years of major gift fundraising. Our short-list candidates will be dynamic individuals with the poise and potential to lead in their field and to connect with top-flight philanthropists on behalf of Mount Mary.

### DESCRIPTION OF DUTIES:

Under the direction of the Senior Director of Development, the Major Gift Officer will:

Participate as an active member in the identification and rating of prospects and the development of solicitation and campaign strategies for donors and prospects.

- Maintain and proactively work through a portfolio of prospects to be contacted and assessed for philanthropic potential, providing acquired information to the prospect researcher/manager for records and tracking.
- Manage, through solicitations and stewardship, an assigned portfolio with focus on institutional priorities and overall annual unrestricted goal.
- Facilitate, with the Senior Director of Development, the integration of prospect screening activities (e.g., dialogue dinners, discovery interviews).
- Serve as a resource for developing strategies for annual, major gift, and campaign solicitations and participate in prospect tracking meetings with senior leadership.

Ensure the College realizes its annual fund-raising goals.

- Perform consistent and strategic contact and review of major gift prospects in concert with the Senior Director of Development.
- Cultivate major donor prospects and meet annual target for number of visits as well as solicitations and gift closes, including combined major gift and annual fund asks.
- Coordinate specialized “mini campaigns” targeted at constituent groups associated with a particular program.
- Provide report-outs on solicitation status and projected cultivation / solicitations.

Promote the College’s commitment to donor services.

- Build effective partnerships with College co-workers by freely sharing appropriate information.
- Ensure optimum service to all internal and external partners in response to all requests.
- Steward and engage alumnae as well as friends of the College.

**Essential Qualifications:**

- Bachelor’s degree required
- Five to seven years successful experience in major gift fundraising
- Three to five years successful experience playing a key role in a fundraising campaign
- Demonstrated knowledge of development practices and principles and a track record of success in managing prospects and closing gifts
- Understanding of the needs and interests of leadership and major gift donors in order to identify possible relationships between them and the College
- Demonstrated leadership and the ability to work in an independent manner
- Successful experience making cold calls as well as developing cultivation and solicitation strategies
- Excellent written and verbal communication skills
- Flexibility to travel, occasional weekend and evening work
- Ability to successfully utilize donor software: reporting, analyzing, evaluating
- Understanding and affirmation of the mission of Mount Mary College and the School Sisters of Notre Dame

**Mount Mary College** practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. For confidential consideration please send cover letter, résumé, and names of three professional references to:

**Mount Mary College**  
 Attn: Kathy Hauck  
 2900 N. Menomonee River Parkway  
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