

MAJOR GIFTS OFFICE, OFFICE OF LAW
JACKSONVILLE UNIVERSITY
Jacksonville, FL

The Major Gift Officer will work on a daily basis with the College of Law Dean to support the overall major gift efforts of Jacksonville University. The MGO will serve as the University Advancement liaison to the Jacksonville University College of Law, with major gift support provided to the other Colleges or Institutes within the University as needed. Reporting to the Vice President, Advancement and Associate Vice President of Development, this position will also work closely with the Dean of the College of Law to develop donor strategy and build relationships.

PRINCIPAL DUTIES

- Serve as the primary manager for a portfolio of at minimum 150 prospects, moving potential donors in an appropriate and timely fashion from identification, cultivation, solicitation and to closure of gifts of \$25,000 and up.
- Develop a compelling case for support encompassing the wide array of elements that provide an outstanding legal education, such as facility, operational, scholarly, curricular, and co-circular funding opportunities as well as faculty support, scholarships, and financial aid.
- Recommend and implement short, intermediate and long-term individual major gifts cultivation and solicitation strategies for individual prospects (e.g. University alumni, parents, trustees, friends of the University, current students, board members, faculty and staff), working with administration, faculty, board members, volunteers (as appropriate) to identify and engage new prospects for purposes of meeting fundraising goals.
- Identify prospects, engage in personal outreach, all necessary travel, and oversight of gift closure process, meeting metrics that include an expectation of at minimum 100-125 personal touchpoints/visits per year.
 - Plan and implement events and activities (volunteer experiences, tours, receptions, friend-raisers, etc.) for individual major gift donors, using existing activities as appropriate; engage in networking activities or other opportunities to generate potential prospects.
 - Maintain basic knowledge of non-cash gifts, investments and other planned giving opportunities. • Cultivate and expand planned giving opportunities with new and existing donors, and integrate planned gift objectives into donor solicitations in collaboration with Advancement leadership.
- Represent the College of Law externally; participate with College leadership (when appropriate) in community and industry-related events.
- Help establish and sustain an advisory board for the College of Law; work closely with advisory board members, academic leaders, faculty, staff and other volunteers to identify, engage and evaluate prospective donors and volunteers.
- Work with Advancement Marketing and Communications to develop major gift materials (e.g. proposals, overviews and other informational and stewardship materials).

- Work with Advancement Services to request research and other information on alumni, parents, and friends to qualify interest and giving potential.
- Monitor weekly, monthly, quarterly and annual activity to achieve individual performance measures (e.g. meetings, proposals, major gift revenue).
- Assist administrators and faculty in the recognition and prioritization of institutional and departmental funding needs, in particular for any assigned schools, departments, units or programs; keep abreast of institutional and departmental priorities, University programs, personalities and events.
- Track and report relationship management activity using Raisers Edge® constituent relationship management system. • Develop and maintain strong collaborative working relationships with other team members. This is not an exhaustive list of all responsibilities, duties and/or skills required for this position. The University reserves the right to amend and change responsibilities to meet institutional needs.

QUALIFICATIONS AND PREFERENCES Jacksonville University is seeking a proven fundraiser with a demonstrated track record of accomplishments. The ideal candidate will possess the following:

- At least five years of fundraising or nonprofit experience, preferably in a higher education setting.
- Demonstrated success in major gift fundraising, including the ability to secure gifts of \$25,000 or more.
- Experience developing and implementing successful fundraising strategies and plans. • Advanced knowledge of all aspects of fundraising and donor relations.
- Strong presentation skills, with the ability to effectively communicate the mission, vision, and priorities of the College of Law and University objectives to various audiences.
- Excellent writing and editing skills, with the ability to develop compelling proposals and other donorfacing materials.
- Ability to analyze and interpret data to inform fundraising strategies and plans. • Strong interpersonal and relationship-building skills, with the ability to work collaboratively with a wide range of individuals including alumni, faculty, staff, donors, and volunteers.
- Entrepreneurial spirit and ability to forge new relationships on behalf of the College and the University.
- Ability to represent the College of Law and the University with professionalism, integrity, and enthusiasm.
- Strong familiarity with fundraising software, preferably Raiser's Edge.
- JD and/or experience in legal environments preferred.
- Strong commitment to the mission and values of the College of Law and the University.

APPLICATION PROCEDURE Applications will be accepted until position is filled. To be considered, candidates should submit a statement of interest and CV to The Angeletti Group at search@theangelettigroup.com. Nominations and confidential inquiries can be made to: The Angeletti Group, (973) 540-1400, search@theangelettigroup.com.

Jacksonville University is an Equal Opportunity Employer and actively seeks to diversify its work force. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, national or ethnic origin, disability, status as a veteran, sexual orientation, gender identity, gender expression, sex, marital status, handicap, or pregnancy status.