AUBURN
Human Resources

Sr. Major Gifts Officer I

Job Description

JOB INFORMATION

Job Code	OA86
Job Description Title	Sr. Major Gifts Officer I
Pay Grade	UA11
Range Minimum	$94,290
33rd %	$121,000
Range Midpoint	$134,360
67th %	$147,720
Range Maximum	$174,430
Exemption Status	Exempt
Approved Date:	11/17/2025 4:12:54 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

JOB SUMMARY

Under general supervision, the Senior Major Gifts Officer I supports the college's fundraising efforts by managing a portfolio of major gift prospects. This role focuses on cultivating and soliciting gifts of $4M or more and contributes to the implementation of donor strategies and stewardship activities. Operates with moderate autonomy and collaborates closely with senior development staff.

RESPONSIBILITIES

- Collaborates with the dean and advancement leadership to implement fundraising strategies that support the college’s annual and long-term goals.
- Identifies, cultivates, and solicits major gift prospects for gifts of $4M or more. Completes approximately 80–100 significant face-to-face visits annually.
- Presents proposals and makes solicitations to secure private support to meet individual and unit goals.
- Participates in stewardship activities, including acknowledging donors and attending events.
- Assists in organizing donor functions and events, including logistics and programming.
- Participates in development meetings and professional development activities.
- Provides updates to the Director of Development on goal status and donor activity.
- May assist with budget input and basic reporting tasks.
- Operates with moderate autonomy and may assist in mentoring junior staff.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	7 years of	experience in gift solicitation, development, fundraising, marketing, or portfolio management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of business acumen and office procedures; knowledge of advanced concepts, practices and procedures in the areas of fundraising, sales, marketing, recruiting, public relations, and must have the ability to adapt and respond appropriately to situations involving concurrent tasks.	
A demonstrated record of successful major gift solicitations and experience designing and executing donor identification, cultivation, solicitation and stewardship strategies.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.