AUBURN
Human Resources

Sr. Major Gifts Officer II

Job Description

JOB INFORMATION

Job Code	OA87
Job Description Title	Sr. Major Gifts Officer II
Pay Grade	UA12
Range Minimum	$108,430
33rd %	$139,150
Range Midpoint	$154,520
67th %	$169,880
Range Maximum	$200,600
Exemption Status	Exempt
Approved Date:	11/17/2025 4:13:06 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under limited supervision, the Senior Major Gifts Officer II independently manages a portfolio of major gift prospects and plays a key role in designing and executing fundraising strategies. This role is responsible for securing gifts of $5M or more and may provide informal leadership or mentoring to other development staff.

RESPONSIBILITIES

- Collaborates with the dean and advancement leadership to design and implement fundraising strategies to meet the college’s annual and long-term needs.
- Identifies, cultivates, and solicits major gift prospects for gifts of $5M or more. Completes approximately 100–120 significant face-to-face visits annually.
- Presents proposals and makes solicitations to secure private support to meet individual and unit goals.
- Provides stewardship to donors through acknowledgments, gratitude, and participation in events.
- Organizes and attends donor functions, managing logistics and ensuring alignment with development goals.
- Provides informal mentorship to junior development staff and contributes to team strategy.
- Participates in development meetings, training, and professional development activities.
- Prepares reports and analyzes donor data to inform strategy and planning.
- Operates with a high level of autonomy and may represent the unit in cross-campus development initiatives.

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	10 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.