



JOB INFORMATION

Job Code	OA88
Job Description Title	Sr. Major Gifts Officer III
Pay Grade	UA13
Range Minimum	\$120,020
33rd %	\$156,030
Range Midpoint	\$174,030
67th %	\$192,040
Range Maximum	\$228,040
Exemption Status	Exempt
Approved Date:	11/17/2025 4:13:18 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Senior Major Gifts Officer III serves as a strategic liaison between the college and university development. This role is responsible for raising principal gifts of \$5M or more and for providing leadership, direction, and coordination of all levels of giving. Operates with high autonomy and visibility, often representing the unit in high-level donor engagements.

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 100–140 significant face-to-face visits annually.
- Presents proposals and makes solicitations to secure private support to meet individual and unit goals.
- Provides leadership and mentoring to development staff; sets a positive example and fosters a high-performance team environment.
- Monitors monthly gift and pledge totals and works with staff to strategize on solicitation and gift closure.
- Organizes and attends donor functions, including planning logistics and programming.
- Provides stewardship to donors and participates in events and recognition activities.
- Participates in central development and professional development meetings and training.
- Updates leadership and other staff on goal status and strategic plans.
- Prepares and manages budgets, reviews financial records, and ensures compliance with procedures.
- Develops reports and analyzes data to support planning and decision-making.
- Operates with high autonomy, requiring frequent travel and engagement during non-traditional hours

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 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	12 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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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