Position: A08910
Date: 5.8.18

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Gift Planning Officer

DEPARTMENT: Development and University Relations, Lincoln Center

Summary
Fordham University seeks an outgoing, collaborative, successful and ambitious major gift officer who is ready to make his/her next fundraising career move. Reporting to and in collaboration with the Senior Director of Planned Giving, the Gift Planning Officer will, as a front-line fundraiser, manage an active portfolio of alumni from all schools as well as of parents and friends.

Responsibilities
- Establish and manage a portfolio of 100 to 150 major, leadership and loyal donor households
- Secure major and/or leadership annual gifts, bequest intentions and/or planned gifts
- Develop strong relationships with faculty, administrators and staff in order to identify, package and sell fundraising opportunities that support the University’s programs and priorities, whether through current or planned giving
- Collaborate with the Senior Director of Planned Gifts on principal gift solicitation and cultivation, including preparing briefings in a timely manner

Fundraising expectations
- 100 to 150 household portfolio – 75 unique face-to-face visits each year (50% of portfolio)
- 75% of portfolio has EVI of 95+ (or is CAP rated at $100K+ of non-alum)
- 15 first-time donor visits per year (including those to parent prospects and Doty donors)
- 75% of portfolio donors making gifts each year
- 25 or more $50K proposals
- Raise $2,000,000 annually in new pledges, outright gifts or planned gifts ($1 million in year 1)

Experience; the Ideal Candidate:
- Has a Bachelor’s degree and five or more years of related fundraising experience in progressively responsible positions with primary emphasis on individual giving. Experience working through a capital campaign in preferred
- Is an optimistic, adaptive and avid team player who thrives in a collaborative, fast-paced environment
- Has the confidence and presence to undertake public speaking engagements
- Has strong time management skills and superior organizational skills
- Has a passion for Fordham University’s Jesuit mission, vision, and accomplishments
- Has a proven track record of meeting fundraising goals while working with prospects in all phases of development: qualification, cultivation, solicitation, close and stewardship

Skills/Knowledge
- Exceptional communication skills, both verbally and in writing
- Astute listening skills with an ability to understand, reflect, and integrate prospect needs within University priorities
- Demonstrates excellent judgement, high-level critical thinking and strong problem-solving skills
- A track record for successfully translating strategic ideas into action and results
- Ability to manage multiple projects with fast-paced deadlines and quickly change gears as needed
- Has a keen eye for detail
- Familiarity with database and CRM tools (Banner, Reeher, WebFocus, etc.)
- Must develop a proficient knowledge of all related fundraising, tax, and legal areas

Start Date: July 2, 2018
Salary: Commensurate with experience
Send Resumes to: Subject Line: Gift Planning Officer
Developmentjobs@fordham.edu

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