ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE: Assistant Director of Development (Major Gift Officer)
Gabelli School of Business

DEPARTMENT: Development and University Relations (DAUR), Lincoln Center

RESPONSIBILITIES:
- Build a portfolio of donors by identifying, qualifying and soliciting individual prospects capable of making gifts of $25,000, primarily from alumni and parents of the Gabelli School of Business.
- Work with the Senior Director of Development on special projects for the Dean of the Gabelli School of Business (approx. 10% of effort).
- Collaborates with other Gabelli School and DAUR colleagues and assists with business school donor cultivation events as well as reunions and important university-wide events.
- Evening and weekend work and out-of-town travel are expected.

QUALIFICATIONS:
- A Bachelor’s Degree is required, as is at least two years of experience in development, preferably in an education setting.
- Present a proven track record in identifying, cultivating, soliciting, and engaging prospects and will possess proficiency with using customer relationship management databases.
- Be collaborative and enthusiastic professionals who enjoy mission-driven, major gift frontline fundraising – in particular prospect research, cold calling and qualifying donors.
- Superlative written/oral communication skills and relationship building abilities are required.
- Creativity in designing strategies to engage prospects, attention to detail in interacting with donors and colleagues, and an ability to persist when prospects are reticent to engage are sought after qualifications.

START DATE: ASAP

SALARY: Commensurate with experience.

FLSA CATEGORY: Exempt

SEND CV AND RESUMES TO: Fordham-ADOD@searchifyme.com

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