Fordham University seeks an outgoing, collaborative, successful and ambitious major gift officer/associate director of development who is ready to make their next fundraising career move. Reporting to and in collaboration with the Senior Director of Development (SDOD) for the Arts and Sciences and Professional Schools, the Director/Associate Director of Development (DOD/ADOD) will serve two different constituent groups: internal and external. Internally, the DOD/ADOD will work closely with the SDOD and with academic Dean(s) to create and execute a school based fundraising plan. Externally, as a front-line fundraiser, the DOD/ADOD will manage an active portfolio of alumni from that assigned school and from across all areas of the Arts and Sciences and the Professional Schools.

**RESPONSIBILITIES:**

- Collaborate with the SDOD and Dean(s) to create and execute a broad based fundraising plan
- 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
- Establish and manage a portfolio of 150 major gift prospects with the capacity to give $25,000+ consisting of prospects from across all of the Arts and Sciences and Professional Schools
- Actively involve colleagues across the University (Deans, Faculty, Administrators, DAUR) in major gift solicitations to ensure the best gifts for the University at large
- Collaborate with SDOD/VPDAUR on principle gift solicitation and cultivation, including preparing briefings in a timely manner

**Metrics Targets**

- 150-200 person portfolio – contact every one annually, face-to-face visit every two years
- 80% of portfolio has EVI of 95+
- 10 - 15 donor/prospect visits per month, with 3-5 of these as discovery visits – first time visits
- 25 first time $10,000 gifts
- 25 $100,000 proposals
- Raise $2,000,000 annually ($500,000 first year, $1,000,000 second year, $2,000,000 thereafter)

**QUALIFICATIONS:**

- Bachelor’s degree and five or more years (three or more years for ADoD) related fundraising experience in progressively responsible positions with primary emphasis on individual giving and work with volunteers
- 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
- Strong time management skills and superior organizational skills
- Has a passion for Fordham University’s Jesuit mission, vision, and accomplishments
- A Master’s degree, and five (three for ADoD) years experience working in higher education is a plus
- Experience working through a capital campaign is a plus

**Skills/Knowledge**

- Exceptional communication skills, both verbally and in writing
- Astute listening skills with an ability to understand, reflect, and integrate Dean and Prospect needs within University priorities

**SALARY:** Commensurate with experience

**START DATE:** August 1, 2017

Send letter and resume: Subject line: Director/Associate Director A&S & Professional School Developmentjobs@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.*

*Fordham is an Equal Opportunity Employer.*