



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Major Gifts Officer
<b>POSITION NO.</b>	504010
<b>LOCATION</b>	Lincoln
<b>REPORTS TO</b>	Development Director
<b>GRADE</b>	PSA 14
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>REVISION DATE</b>	March 2024

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**JOB SUMMARY:**

Within the context of a centrally coordinated development program engaged in a comprehensive capital campaign, pro-actively manage and solicit major donors and major donor prospects for the stated purposes of the campaign.

**DUTIES AND RESPONSIBILITIES:**

- Manage a broad-based, College wide portfolio of major donor prospects, major donors and solicit through personal contacts.
- Match donor interests to identified College funding priorities.
- Participate in prospect identification and research using resources available including the Division information system, PIN data file and other related sources of information.
- Recruit major donor volunteers and provide appropriate training; provide staff support to major donor volunteers and volunteer committees.
- Write letters of gift acknowledgment and actively steward major donors; coordinate with the donor relations and stewardship program.
- Provide information that will effectively promote the accomplishments of fund-raising to prospective donors, donors, the College community and the public at large.
- Prepare quantifiable annual goals and objectives and be responsible for their successful completion.
- Assess quarterly progress on stated goals and objectives; prepare monthly progress reports and provide reports to the associate vice president and others as might be required periodically including colleagues, volunteer leaders and volunteer committees.
- Coordinate planning, communications, prospect calls and solicitations with all other College fund-raising activities.
- Develop effective working relationships with the College administration, faculty, staff, development colleagues, volunteers, major donor prospects and major donors.
- Integrate annual giving, planned giving, corporation and foundation giving into major gift work; make dual solicitations and refer prospects to each of these program areas.
- Actively and consistently engage the vice president for college advancement; associate vice president for development and other College leaders as appropriate in the identification, cultivation, solicitation and stewardship of major donor prospects.
- Participate in regularly scheduled development staff meetings.
- As required, perform additional duties when assigned which may include, but not be limited to, soliciting major annual gifts and managing a college-based portfolio of prospects.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree; minimum of three years of experience in higher education, other educational, non-profit fundraising, or individual/customer account sales
- Proven verbal and written communications skills
- Ability to work well with senior level staff, major donors, major donor prospects, volunteers and volunteer committees

- Demonstrated ability to handle a variety of tasks simultaneously.
- Must be personable, proactive, and able to work in a collaborative environment.
- Must be able to organize, coordinate and supervise support staff, and be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

**PREFERRED QUALIFICATIONS:**

- Major gift and capital campaign experience.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.