

Senior Development Officer

Position Summary:

The Senior Development Officer (SDO) is a key member of the major gift fundraising team within the Division of Institutional Advancement. A successful SDO will be a proactive and collaborative member of this dynamic team and a champion for the College's highest funding priorities as we continue to plan for its next campaign. One of the College's core values is integrity, and the SDO will help foster a community that demonstrates respect for self, others and place.

The SDO develops and manages key major donor relationships to secure gifts for the College's top strategic priorities. The SDO aligns with the College's School of Business to secure and grow major gift commitments. The SDO is responsible for raising approximately \$1,000,000 in new commitments annually.

Minimum Requirements:

Bachelor's degree and two (2) years of related experience in alumni/development activities that demonstrate leadership and accomplishment in moves management, gift solicitation and closes at \$50,000+. Strong organizational capabilities are required as is demonstrated ability to work independently and effectively with many constituencies and leaders in a university or non-profit setting. A willingness to travel will be essential. Other important characteristics of the SDO include a strong work ethic, personal integrity, excellent communication, the ability to prioritize projects and support a collaborative approach to development and fundraising planning. Preference will be given to individuals with two years of higher education development experience and who can demonstrate successful results and increased responsibility over time.

Candidates with an equivalent combination of experience in marketing, sales and/or education are encouraged to apply. Must have excellent written and oral communication skills. Must have strong interpersonal skills. Must be able to work on several projects concurrently while meeting deadlines. Analytical skills are required. Ability to develop solicitation strategies around top university objectives/funding priorities.

This position is hybrid work eligible (works remotely at least 1 day per week but not full time).



Job Duties:

School Development Liaison- 40%

- In addition to securing major gifts for key institutional priorities, the SDO is responsible for growing the major gift program within the School of Business. The SDO is an active leader in key fundraising initiatives aligned to this school.
- In collaboration with the Dean of the School of Business, establishes and reports progress toward fundraising goals and projections through annual planning.
- Emphasis is placed on strategic identification, assignment, advancement, solicitation and stewardship of philanthropic partnerships at gift levels of \$50,000 or greater.
- Works both independently to advance these relationships and in partnership and collaboration with colleagues.

Portfolio Management- 50%

- Manages the advancement of a dynamic portfolio of major gift prospects in all phases of cultivation, solicitation, and stewardship, with an emphasis on donors capable of philanthropic support at levels of \$50,000 or greater.
- Coordinates customized solicitation strategies in collaboration with strategic internal partners to include: Advancement Services; Research; Corporate and Foundation Relations; Planned Giving; Marketing and Communications; Alumni Affairs; Academic Affairs; and the President's Office to advance institutional fundraising priorities.
- Plans and executes trips to engage these prospective donors one-on-one, when possible building schedules around those of campus leaders as well as Alumni Association or Admissions events with the goal of including campus leaders on these trips when appropriate.
- Represents not only the school to which the SDO is supporting, but also all top university campaign priorities when appropriate.

Development Team: 10%

- Exemplifies the College's core values with specific focus on integrity, diversity, equity and inclusion and innovation.
- Maintains a productive and collaborative working relationship with Institutional Advancement colleagues and campus partners where cooperation is essential to effective Development programs.
- Assists with special events and represents the College of Charleston to advance internal and external partnerships. Represents the College and Development Office at both on- and off-campus events.
- Participates in preparation of Institutional Advancement's quarterly and fiscal year workplans.

Salary Range: \$63,707 - \$90,788

*Salary is commensurate with education/experience which exceeds the minimum requirements.

Quick link for HR Posting: <https://jobs.cofc.edu/postings/12997>