



Position Summary: Reporting to the Director of Advancement, the Advancement Officer has primary responsibility for cultivating, soliciting, and stewarding a portfolio of current and potential donors with the capacity of making major gifts of \$10,000 and above and annual fund gifts of \$1,000 and above. Newberry College has launched a \$35M capital campaign, emphasis will be on funding campaign priorities, which include the annual fund and capital projects.

Duties & Responsibilities:

- Create opportunities to conduct face-to-face meetings for the purposes of cultivating, soliciting, and stewarding an assigned portfolio of approximately 150-200 current and prospective donors.
- Follow up all donor or prospective contacts with meticulous, thoughtful, and appropriate correspondence and maintain internal record-keeping as defined by office protocols.
- Work collaboratively with other members of the Advancement team to identify, cultivate, research and solicit prospective and current donors.
- Spend over 50% of work time traveling on behalf of the College to meet with current and prospective donors (12 or more visits per week).
- In conjunction with the Director of Advancement prepare proposals for gift solicitations.
- Prepare written briefings for senior management and faculty visits with donor and prospective donors, as well as follow-up documentation and correspondence.
- Work cooperatively with other staff in expanding the pool of volunteers and prospective donors and in coordinating solicitation strategies and campaign activities.
- Identify and solicit 50 Newberry Society (\$1,000 annual fund) level gifts per year.
- Develop and maintain a thorough knowledge of Newberry College, its history, people, programs, and initiatives.
- Attend and support alumni and donor relations activities related to assigned responsibilities.

Qualifications: The successful candidate for this position must be a team player and should be self-starting, strategic thinker whose hallmark qualities should include the ability to listen carefully, a commitment to liberal arts education, exceptional communications skills, and the ability to relate comfortably with people of diverse profiles and backgrounds. Proven ability to cultivate and close major and deferred gifts is preferred and the ability to travel extensively and flexibility with work hours is required.

Minimum Level of Education Required: Bachelor's degree.

Minimum Level of Experience Required: Two years of experience in fundraising, financial services, marketing/sales, or educational management.

Applications: Send cover letter, resume and contact information for three professional references to hr@newberry.edu. Please include "Advancement Officer" in the subject line.

Newberry College
2100College Street
Newberry, SC 29108
www.newberry.edu