

## JOB OPENING

**Position:**                    **Director of Major Gifts**  
**Full Time, 12 Months**

**Reports To:**                **Executive Director of Development**

**Job Summary:**

The Director of Major Gifts will participate as a member of the gift officer team reporting to the Executive Director of Development. It is expected that the director will be acquainted with between 250 and 350 individuals and will manage a portfolio of between 150 and 200 *qualified* major and planned gift prospects building relationships from prospect identification through meaningful and timely cultivation, solicitation and stewardship.

**Responsibilities and Duties:**

1. Identify, qualify, cultivate, and solicit major outright and planned gift prospects in support of Houghton College by matching and advancing the college's fund-raising priorities with prospective donors' interests.
2. Manage a portfolio of 150-200 prospects; develop and document written cultivation and solicitation strategies and proposals, purposefully guide them to make major investments in Houghton College, and develop relationships to maximize their giving potential over time.
3. Meet explicit performance objectives including the completion of between 12 to 15 personal face-to-face visits with assigned suspects and prospects and a like number of other actions each month.
4. Coordinate cultivation activities and solicitations with other Houghton College representatives, including the president, other senior staff, advancement and alumni/church relations colleagues, key faculty, and volunteers as appropriate.  
Ensure appropriate stewardship reports are prepared, and activities conducted, for major gift donors.
5. Provide timely, written reports regarding the outcome of cultivation and solicitation actions in the form of contact reports, stage updates, and strategy statement updates and revisions on Raiser's Edge.
6. Participate in the prospect tracking and management process in alignment with established procedures and protocols through reporting on results, calendar plans, documentation of strategies, and participation in prospect-focused meetings.
7. Develop succinct but strategic briefing materials in support of the work of college leaders and partners in cultivation, solicitation, and stewardship efforts associated with prospects and donors.
8. Travel extensively and consistently in the fulfillment of these duties given the location of the college and the geographic diversity and distribution of its alumni, donors, prospects, and volunteers.
9. Perform other duties as assigned by the Executive Director of Development or Vice President for Advancement.

**Requirements:**

1. Houghton College Organization
  - Demonstrate knowledge of organizational mission and direction as a context for all outreach to external constituencies.
  - Demonstrate knowledge of structure, policies and procedures.
  - Actively participate in divisional and cross-divisional teams.
2. Customer/Client Base
  - Working understanding of external client/stakeholder base.
  - Appreciation for stakeholder expectations, desires, and needs.
  - Ability to adapt cultivation, solicitation, recognition and stewardship programs for appropriate groups and key individuals.
  - Ability to position and close personal solicitations of gifts of \$25,000 and higher.
3. Fund-Raising Basics
  - Appreciation for the fund-raising cycle: identification, qualification, cultivation, solicitation, acknowledgement, recognition and stewardship.
  - Active involvement in development processes including donor/prospect tracking and management as documented on the Raiser's Edge software system.
  - Understanding of the range of charitable giving vehicles including their benefits to the donor and to the college.
4. Volunteer and Internal Partner Development
  - Knowledge of volunteer and internal partner identification and recruitment techniques.

**Educational/Experience Requirements:**

1. Three years minimum direct fund-raising experience in a non-profit organization (preferably higher education) or equivalent experience.
2. Familiarity with or willingness to learn basic planned giving instruments.
3. Bachelor's degree or higher.
4. Strong communication skills: written, oral and listening.
5. Strong planning and organizational skills, including ability to manage multiple relationships to the point of and through solicitation.
6. A willingness to travel extensively on behalf of Houghton College.
7. Affinity with the overall mission of Houghton College.
8. Personal characteristics associated with successful development professionals, including a vigorous work ethic, sound judgment, impeccable integrity, demonstrated initiative, appropriate professional appearance, and attitude and personality to work effectively with colleagues, Houghton College faculty and staff members, volunteers, and constituents.

To apply please submit a cover letter, resume, three references, and statement of Christian commitment to:

Human Resources Department  
Houghton College  
Houghton, NY 14744  
[jobs@houghton.edu](mailto:jobs@houghton.edu)

**(Application materials preferred via email)**