

## **Gifts Officer – Advancement**

Reporting to the director of development, the gifts officer is responsible for the identification, cultivation, and solicitation of individual gifts to support Point University's annual fund, major gifts, and other funding needs. The gifts officer is part of the advancement team and must work together on budgeting, project planning, and event management. Must be able to anticipate project needs, discern work priorities, meet deadlines, provide outstanding customer service, and build lasting relationships with both internal and external stakeholders.

### **Essential Duties**

- Work with the advancement team to identify and support ways to expand fundraising efforts resulting in increased revenue for the University. Monitor and communicate program progress.
- Develop a portfolio of prospects with consistent and appropriate communication for engagement purposes.
- Cultivate relationships that result in contributions to the institution.
- Solicit donations to generate gifts to the annual fund, major gifts, planned gifts, and multi-year pledges.
- Oversee the planned giving efforts at the institution.
- Work with advancement services to input data into Raiser's Edge (the University's fundraising management system).
- Provide analytical/statistical reports/lists as needed by the advancement team detailing progress.
- Manage requests by others in the advancement department as needed.

### **Requirements**

- Bachelor's degree and at least three years of fundraising experience primarily in higher education or a related field.
- Raiser's Edge experience preferred

### **Skills Required:**

- Self-starter who can earn the respect and trust of internal and external constituents and work collaboratively with colleagues
- Highly organized and detail-oriented, with ability to work and think independently as well as function in a team environment when required
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Strong customer service ethic and high expectations for quality.