



Job Description

Job Title: Director of Major Gifts	
Division/Department: University Advancement	Location: Main Administration Building
Reports to: Steve Seaton	Title: Vice President, University Advancement

Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40
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**POSITION SUMMARY:**

The Director of Major Gifts secures private support for Mid-America Christian University's programs, scholarships, and special building project needs. This individual serves as a member of the University Advancement team. As Director of Major Gifts, this Advancement officer serves as the liaison between strategic fundraising partners and Mid-America Christian University (MACU). This employee must have a temperament that is outgoing and positive while at the same time displaying self-motivation and organizational skills necessary to strategically plan personal contacts. Excellent telephone and correspondence skills are an essential.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops and implements a strategy in keeping regular communications with key business leaders and relevant leaders within the community, region and nation
- Demonstrates an ability to cultivate new prospects for major donations annually
- Exercises faithful care in protecting confidential information regarding donors and prospective donors.
- Works within the strategic direction of the University Advancement office with particular direction toward raising funds for scholarships, programs, building projects and growth priorities
- Demonstrates a willingness to gain personal fundraising development through attendance at professional seminars in order to be equipped to identify key individual donors and future business partnerships for the university
- Participates in the strategic planning and budgeting procedures for the Office for University Advancement
- Develops and manages a portfolio of major gift prospects and donors, which includes cultivating, soliciting and stewarding those donors
- Evaluates event success in their area, identifies opportunities for improvement, measures outcomes and reports back recommendations by issuing timely recap reports
- Ensures that Development events and strategies under their purview adhere to prescribed budgets
- Works collaboratively with the President, VPUA, other advancement staff, faculty and other campus leaders
- Other duties that may be assigned by the VPUA

**QUALIFICATIONS:** Must have excellent oral presentation skills, able to speak with large groups and cultivate small group camaraderie

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree from a regionally accredited college or university is preferred; advanced degrees are encouraged; consideration will be given to exceptional fund raising or advancement experience.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have a willingness to learn Jenzabar Ex software, Microsoft Excel software, Microsoft PowerPoint software, and Microsoft Word software. The employee should be able to access information on the Internet using Google Chrome.

**OTHER QUALIFICATIONS:**

Must be willing to travel.



MID-AMERICA  
CHRISTIAN UNIVERSITY

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to safely operate a car or van, as well as physically travel for extended periods of time.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.