

The University of Michigan
Gerald R. Ford School of Public Policy

Major Gifts Officer

OVERVIEW

Please note: A cover letter and resume are required for consideration for this position. The cover letter should be included in the same document as your resume and should specifically address your interest in this position and outline particular skills and experience directly related to this position.

The Gerald R. Ford School of Public Policy is one of the nation's top policy schools. Our mission is to offer outstanding education for leadership in public policy analysis and public management and to excel in social science research that illuminates public policy issues and promotes better public policy.

The Ford School seeks applications for our Major Gifts Officer. The primary responsibility of the Major Gifts Officer is to identify, cultivate and solicit individual prospects capable of making gifts of \$100,000 or more in support of the Ford School. The person who holds this position will develop fundraising strategies and collaborate with internal and external constituents to advance the Ford School's development plan.

Frequent travel and occasional evening and weekend work is required.

RESPONSIBILITIES

Advance individual relationships that result in philanthropic contributions:

- Identify, qualify and manage a portfolio of prospects and donors with capacity to make gifts in excess of \$100,000.
- Conduct at least 135 personal visits or significant personal contacts each year and participate in a minimum of 15 solicitations annually.
- Gather data, assess prospects and develop strategies to realize the current and life-time giving potential of individual prospects.
- Ensure consistent and appropriate contact, facilitate or make solicitations and ensure effective stewardship.
- Gain a comprehensive understanding of the Ford School's funding priorities and persuasively articulate needs to donors.
- Develop funding proposals and other materials used in donor meetings.

- Provide ongoing staffing and stewardship with donors and prospects.

Plan and implement effective outreach and cultivation activities to enhance prospect identification and move solicitation and stewardship processes forward.

Assist with developing communications, designing meeting content and preparing materials for the Ford School Committee and other initiatives.

Develop and maintain relationships with Ford School faculty, staff and volunteers.

Work closely and collaboratively with the Office of University Development's regional gift officer and planned gift teams and major gift officers across campus.

Maintain accurate and current records including contact reports and individual development and stewardship plans in the University's donor database.

Perform other duties as required or assigned.

REQUIRED QUALIFICATIONS

A bachelor's degree and a minimum of 3-5 years of major gift fundraising experience or relevant experience in sales and marketing, or other related networking fields.

Proven experience in working with five and six-figure gifts or sales and marketing accounts, including the ability to evaluate, qualify, and move prospects through the gift development cycle.

Ability to work in a fast moving environment with sophisticated clientele and colleagues.

Must be able to work with a high degree of discretion and confidentiality and appreciate an interdisciplinary and diverse university environment.

Ability to work collaboratively with colleagues in a team environment.

Excellent communication skills including writing and presentation skills are essential.

An ability and willingness to quickly learn the Ford School's and University's history, mission, demographics, faculty, current programs, departments, etc., as well as the general culture to be able to persuasively articulate how the Ford School and the University of Michigan distinguishes themselves from peer institutions.

A high level of competence with personal computers and software programs for retrieving, organizing and researching appropriate donor/prospect information, as well as data gathering and manipulation.

DESIRED QUALIFICATIONS

Higher education fundraising experience

Prior planned giving experience

Familiarity with University processes and procedures