Summary:
The Director of Major and Planned Gifts is a senior level Advancement Officer charged with planning, managing and directing efforts to attract private, foundation and individual major gifts ($25,000 and above), providing leadership for the continuing stewardship and solicitation of current major donors, and developing relationships that will lead to major gifts. The DMPG works with the president, vice president, and senior advancement personnel to recommend and implement individualized strategies for these prospects.

The DMPG will work with the president, vice presidents, and campaign leadership to plan, manage, and carry out a comprehensive fundraising campaign for the college, serve on the campaign executive committee and provide key leadership to the campaign.

The DMPG oversees and directs the prospect and moves management process, including appropriate collection and recording of prospect records and tracks visits, updates biographical information, works with the Advancement staff on overall strategic planning for fundraising, and participates in advancement planning. The DMPG supervises planned giving strategies while working closely with each of the gift officers to manage the planned giving program.

The Director of Major and Planned Gifts must possess a thorough knowledge of Fort Lewis College and its strategic needs. The DMPG must also possess the ability to work with the highest level of donors, including the Board of Trustees and the FLC Foundation Board of Directors, and understand sophisticated financial planning and tax implications for philanthropic activity. Gifts solicited range from major commitments for unrestricted and restricted needs, to specially targeted endowment gifts, to bequests and other deferred giving instruments. The person selected for this position will serve as an integral part of the College’s corporate and foundation cultivation and solicitation.

Reports to:
Vice President for Advancement

Skills and knowledge required for this position:
- High degree of independence and initiative
- Knowledge of all aspects of fundraising including campaign management
- Thorough knowledge of planned giving instruments and experience with planned giving marketing
- Experience with Corporate and Foundation Relations including cultivation and solicitation
- Skill in translating college needs into tailored and appealing gift opportunities
- Skill in identifying, cultivating, and soliciting major gifts in an academic setting
- Skill in collaborating with officers and staff at the college including the ability to mentor and lead a staff of three enthusiastic major gift officers
- Knowledge of tax guidelines and financial planning as it relates to philanthropy
- Advanced oral and written communication skills to interact successfully with alumni, friends, parents, faculty, and volunteers
- Ability to interact persuasively and sensitively with donors; appropriate personal qualities: articulate, gracious, intelligent, personable
- Experience with comprehensive capital campaigns: planning, management, and implementation
- A sense of urgency balanced with a great sense of humor and dedication to making a difference for Colorado’s Public Liberal Arts College
Required Qualifications:
- Bachelor’s Degree
- Ten years of increasingly responsible experience in non-profit fundraising roles, preferably in a college setting, with particular focus on individual major gift programs
- Experience with capital campaigns
- Experience with corporate and foundation giving
- Demonstrated success with major and planned giving
- Highly developed interpersonal skills
- Excellent written and oral communication skills
- Ability to work independently and in a collaborative organizational structure
- Knowledge of Fort Lewis College and commitment to its mission
- Flexibility for extensive travel
- A valid driver’s license

Responsibilities:
Comprehensive Campaign
- Management
- Planning
- Implementation

Major Gifts Officer
- Cultivation, solicitation and stewardship

Planned Giving
- Refine and improve the College’s planned giving program
- Provide leadership and guidance to staff

Compensation:
- Salary: $80K-$90K, commensurate with experience
- Moving/relocation allowance
- Full benefits package
- Full-time, 12-month exempt-staff position

Application Process:
Electronically submit the following in PDF format:
1. A letter of interest that addresses the required qualifications, skills and responsibilities
2. Resume
3. Contact information of three current, professional references

Mr. Dave Kerns, Chair
Email: foundation@fortlewis.edu
Subject line: Director of Major & Planned Giving

Applications received by January 5, 2015 will receive full consideration.

The successful candidate will be required to submit official transcripts and pass a background check.

Equal Opportunity:
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, political beliefs, gender identity, gender expression, disability, sexual orientation, political beliefs, or veteran status.
Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. People from under-represented groups are encouraged to apply.

**About Fort Lewis College and Durango:**
Fort Lewis College is Colorado's public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 10 nations, 20% Native American, and 8% Hispano.

The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area. Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.