Gifts Officer
Fort Lewis College Foundation
Fort Lewis College

Required Qualifications
- Bachelor’s Degree
- Five years of experience in similar role
- Excellent oral and written communication skills
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- Excellent interpersonal skills and a demonstrated record of completing assignments
- Willingness and availability to travel

Desirable Qualifications
- Five years of relatable experience in higher education
- Highly energetic with a track record of building donor relationships
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the College
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas

Responsibilities
- Solicit gifts of $10,000 and higher from alumnae and non-alumnae friends the first year and $25,000 and higher the second year.
- Manage relationships with approximately 50 prospective donors and will be expected to identify, qualify, cultivate, solicit and steward these very important alumnae and friends of the college.
- Raise three times their salary and benefits.
- Work collaboratively with and in support of other Foundation Development staff, and other College representatives to cultivate and solicit donors for college-wide priorities.
- Monitor prospect contacts to ensure positive and purposeful prospect and donor relations.
- Work collaboratively and strategically with the College President, senior Administrators, Foundation Board members and other campus fundraisers to establish protocol for outreach to potential donors.
- Report to the Executive Director of the Fort Lewis College Foundation and Office of Development.

Duties
- Manage a portfolio of primary prospects.
- Manage prospect activity in the primary territories established by the Development Team.
- Travel to the primary territory (The Four Corners region) at least twice a week and in other designated prime territories twice a year.
- Participate in all aspects of the gift cycle:
  - Initiate contacts with potential leadership and major gift donors
- Develop appropriate cultivation strategies for them, including working with friends of Fort Lewis College.
- Move potential donors in an appropriate and timely fashion toward solicitation and closure
- Make solicitations when appropriate
- Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors
- Work collaboratively with the College Development/Advancement staff. Offer prospect strategy counsel to the President, Provost, Vice Presidents, Deans, Foundation Board members and any other College representatives managing other prospects.

APPLICATION PROCESS
Application packets should be e-mailed directly to gray_m@fortlewis.edu

A complete application packet includes, 1: a letter of interest addressing the job description qualifications, 2: a resume, and 3: a listing of at least three professional references including their contact information.

Deadline: Complete applications received by 4:00 pm on April 1, 2011 will receive full consideration. Applications will be reviewed until the position is filled.

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, 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.