



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 02/19

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Director of Major Gifts

JOB SUMMARY

The Director of Major Gifts will be a member of the Vice President's leadership team and will report directly to the Associate Vice President of University Advancement. He or she will build a successful major gifts program for Texas Woman's University, expand the foundation's donor base and develop strong alumni relationships. The Director of Major Gifts will serve as the primary point of contact for his/her portfolio, including prospect management and strategy development, personal visits, fundraising proposals, correspondence and volunteer involvement. He or she will work closely with the directors of development, executive director of donor relations, the academic deans, and the Chancellor's office to coordinate visits and execute an effective major gifts program. The new director will provide leadership for a major comprehensive campaign grounded in the TWU Strategic Plan, *Learn to Thrive*. Work is performed independently under limited supervision and performance evaluation is based upon the results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President, University Advancement

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Manages a dynamic pool of 100-125 major gift prospects.
- Identifies, cultivates, solicits and stewards gifts from alumni and friends through 15-18 personal visits per month.
- Coordinates cultivation and stewardship activities and events for donors and the University.
- Plans and documents strategy, specific prospect activity and constituent updates for each assigned prospect, using TWU Foundation systems.
- Coordinates with colleagues to draft proposals, correspondence, and other material for prospect/donor information, cultivation, solicitation and stewardship.

- Prepares regular activity reports and provides consistent and timely communication to leadership, colleagues, and constituents on next steps, strategies, and proposals for all major and leadership gift prospects.
- Establishes and cultivates internal and external partnerships to fund initiatives benefitting the University and its partners.
- Must meet/exceed annual fundraising goals for the University.
- Establishes a strong partnership with university leaders, faculty and staff.
- Develops priorities and philanthropic strategies to support the University and *Learn to Thrive*.
- Actively engages with university leadership, faculty, and staff in cultivation, solicitation and stewardship efforts.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in a related field is required. Master's degree strongly preferred.

EXPERIENCE

Five years of successful progressively responsible experience in higher education, business and/or fundraising preferred.

REQUIREMENT

Regular and reliable attendance at the University during regularly scheduled days and work hours is required. Must be willing to travel and work weekends/evenings as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES- The following are essential:

- Demonstrated success in a university advancement setting and/or fundraising experience is preferred.
- Strong interpersonal skills, oral and written communication skills are required.
- Demonstrated ability to cultivate and steward relationships benefitting a college or university.
- Ability to develop and implement effective and efficient donor stewardship practices.
- Ability to analyze data and develop successful plans necessary.
- Ability to work in a fast-paced environment and handle multiple projects simultaneously; attention to detail and deadlines.

- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee will be required to travel. The employee must have the ability to work weekends/evenings as necessary.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.