ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Development (Major Gift Officer)

DEPARTMENT: Development and University Relations, Lincoln Center

RESPONSIBILITIES:
Fordham University seeks an outgoing, collaborative, successful and ambitious major gift officer who is ready to make his/her next fundraising career move. Reporting to and in collaboration with the Senior Director of Development, the Associate Director of Development will, as a front-line fundraiser, manage an active portfolio of alumni from all schools as well as of parents and friends.

- Establish and manage a portfolio of 100 to 150 major, leadership and loyal donor households
- Secure major and/or leadership annual gifts, bequest intentions and/or planned gifts
- Develop strong relationships with faculty, administrators and staff in order to identify, package and sell fundraising opportunities that support the University’s programs and priorities, whether through current or planned giving
- Collaborate with the Senior Director of Development on principal gift solicitation and cultivation, including preparing briefings in a timely manner
- Represent the needs of any of Fordham University’s schools, centers, departments or areas of interest
- In addition to the NYC metro area, assume responsibility for University prospects in a geographic region

Fundraising expectations: 100 to 150 major gift prospect portfolio – 100 or more face-to-face visits each year; 15 first-time donor visits per year (including those to parent prospects and Doty Society donors); 75% of portfolio donors making gifts each year; 25 or more $50K proposals; Raise $1,000,000 annually in new pledges, outright gifts or planned gifts ($500,000 in year 1)

QUALIFICATIONS:
- Has a Bachelor’s degree and five or more years of related fundraising experience in progressively responsible positions with primary emphasis on individual giving. Experience working through a capital campaign in preferred
- Is an optimistic, adaptive and avid team player who thrives in a collaborative, fast-paced environment
- Has the confidence and presence to undertake public speaking engagements
- Has strong time management skills and superior organizational skills
- Has a passion for Fordham University’s Jesuit mission, vision, and accomplishments
- Has a proven track record of meeting fundraising goals while working with prospects in all phases of development: qualification, cultivation, solicitation, close and stewardship
- Exceptional communication skills, both verbally and in writing
- Astute listening skills with an ability to understand, reflect, and integrate prospect needs within University priorities
- Demonstrates excellent judgement, high-level critical thinking and strong problem-solving skills
- A track record for successfully translating strategic ideas into action and results
- Ability to manage multiple projects with fast-paced deadlines and quickly change gears as needed
- Has a keen eye for detail
- Familiarity with database and CRM tools (Banner, Reeher, WebFocus, etc.)
- A proficient knowledge of all related fundraising, tax, and legal areas

SALARY: Commensurate with experience

STARTING DATE: ASAP

Send Cover Letter and CV to: Associate Director of Development (Major Gift Officer)
developmentjobs@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories