Director of Development and Major Gifts
The Director of Development and Major Gifts will report to the Executive Vice President or his designee and will be responsible for the identification, cultivation and solicitation of prospects for major capital gifts as well as management of the key resources necessary to support the development and alumni relations functions.

Qualifications:
• Bachelor’s degree required, Master’s preferred.
• Seven years or more experience in fundraising management at a major university or its equivalent desirable.
• Ability to manage and garner support for annual giving, planned giving, corporate and foundation relations and major gift fundraising activities.
• Demonstrated skill to work within a complex environment at senior levels with strong capabilities in planning, organizing and managing.
• Understand the principles of and have a solid track record in closing major gifts.
• Personal characteristics associated with successful development officers, which include outstanding writing skills, strong verbal communication skills, sound judgment, demonstrated initiative, appropriate professional appearance, and attitude and personality to effectively deal with trustees, alumni, community leaders and others.
• Familiarity with computer-based information systems.

Essential Functions:
1. Provide major gifts leadership to the Development and Alumni Relations components of Development.
2. Provide secondary level support for the Leadership and Major Gifts Phases of the Capital Campaign.
3. Maintain strong positive relationships with all segments of Lincoln University to enhance support for and understanding of development programs.
4. Provide direct support to the Executive Vice President or his designee in cultivation and solicitation activities.
5. As directed by the Executive Vice President, work with the Deans and key academic leaders to support their involvement in the proposal creation and prospect identification process.
6. Prepare relevant information on an as-needed basis for campaign volunteers and committee decision making.
7. Track development activities and accomplishments for purposes of submission to the Executive Vice President’s office for annual report preparation.
8. Take on other responsibilities as appropriate.

Physical Demands:
Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.
**Work Environment:**
The employee is subject to inside environmental conditions: protections from weather conditions but not necessarily from temperature changes.