



Director of Major Gifts (full-time, 35 hours/week)
Busch School
Position 102063

Position Summary: The Director of Major Gifts, Busch School of Business is a senior member of the Advancement team and reports to the Assistant Dean for Development at the Busch School and the Associate Vice President for University Advancement. The Director is responsible for working closely with the Dean of the School of the Busch School, members of the university administration as well as faculty to identify, cultivate and secure outright, planned and annual gifts from individuals matching donor intent with University initiatives.

Essential Responsibilities Include: Build, grow, and manage a portfolio of major gift prospects based on new and past donors at the \$100,000+ level. Develop prospect strategies, cultivate and solicit prospects through personal visits and written communication; exceeding an annual goal of at least 125 face-to face unique donor visits. Development (in conjunction with the Associate Vice President) of an annual work plan with goals for number of prospects, number of major gift and annual solicitations and number of prospect visits sufficient to meet established fundraising targets. Train and successfully guide academic partners through the major gift prospect development process; supporting them in building lasting and productive donor relationships. Prepare proposals, solicitation letters and other development materials for prospects and donors. Coordinate with Central annual fund colleagues to manage direct mail fundraising solicitation to the School of Architecture and Planning alumni and friends. Partner with central colleagues in planned giving, donor relations, corporate and foundation relations and alumni relations to build and support the development program for the School of Theology and Religious Studies. Work collaboratively and strategically with other fundraising professionals and campus leaders. Identify, engage, train, manage and support volunteer leaders. Effectively steward major gift prospects in ways that are personal and meaningful to them. Serve as the primary staff for the Board of Advisors, planning and organizing two or more meetings/dinners annually. Maintain a working and growing knowledge of the role and impact The Busch School has on the overall University. Over time, build and manage a small team of professional and support staff. Strategically plan and implement special events to attract, engage and steward donor prospects.

Minimum Qualifications: A Bachelor's degree and at least six (6) years of professional experience with 3 of those in major gift fundraising, including personal solicitations with a documented record of productivity. The Director must be a highly energetic professional with a track record of building relationships and closing gifts above \$50,000. The successful candidate will possess the ability to work in an environment that puts a strong emphasis on metrics and success as well as the capability to work independently and as part of a team. He/she will have a demonstrated ability to take initiative and be a self-starter; manage projects; determine priorities and maintain a high degree of professionalism and confidentiality. Excellent interpersonal and oral skills and demonstrated effective writing skills will be required as will strong organizational and analytical skills and the ability to manage multiple projects. Candidates meeting the above requirements who also have the ability and willingness to travel; work occasional evenings and weekend **hours are encouraged to apply.**

How to apply: **forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process):** CUARecruitment@cua.edu. **Reference position 102063 in subject line of email. Please do not include photos on resumes and save documents with first/last names.** All applicants must be supportive of the mission and vision of *The Catholic University of America*. **Position is open until filled.**

THE CATHOLIC UNIVERSITY OF AMERICA

Office of Human Resources, 170 Leahy Hall
620 Michigan Avenue, NE
Washington, D.C. 20064
(202)319-5050 FAX (202)319-5802