

MUHLENBERG COLLEGE
ALLENTOWN, PA

Position: Director of Leadership Gifts
Supervisor: Assistant Vice President of Development
Classification: Administrative Management (exempt)
Supervises: Leadership Gift Officers (2)

Summary Statement:

The Director of Leadership Gifts reports directly to the Assistant Vice President of Development, and is responsible for managing the Leadership Gifts functions of the Development Department; the cultivation, solicitation, and stewardship of a portfolio of assigned major prospects; and supervising the Leadership Gift Officer staff positions.

Characteristic Duties and Responsibilities:

1. Work with the AVP of Development to manage all aspects of the Leadership Gifts program including personnel supervision and coaching of Leadership Gift Officers, program direction, activity strategy and analysis, budget oversight and accountability.
2. Personally maintains a portfolio of 200-250 potential major donors capable of making a leadership gift to the College. This work includes cultivation, solicitation, closing, and stewardship of major gifts, and HMMS level Muhlenberg Fund gifts.
3. Responsible for raising a minimum of \$500,000 in commitments for approved College priorities in each fiscal year -- i.e. Capital Projects, Endowment or Current Operations. These commitments may be in the form of multi-year pledges.
4. When appropriate, work with the Planned Giving Officer to cultivate, solicit and close planned gifts.
5. Develop and maintain a national travel schedule resulting in substantive contact with 10 – 12 assigned potential donors each month, and ensure similar activity level from Leadership Gift Officers.
6. The Director will work closely with the Assistant Vice President for Development in the Leadership Gift component of the Capital Campaign planning and implementation process, including the management and execution of capital and endowment fund raising, HMMS level Muhlenberg Fund giving, and the delegation of various and periodic responsibilities to the Leadership Gift Officers.
7. Work with the Director of Donor Research to coordinate the assignment of potential major donors to the appropriate Leadership Gift Officer.
8. Provides required reports of Leadership Gifts activity and results.
9. Attend major on-campus College functions, including but not limited to Homecoming, Reunion/Commencement Weekend, Honors Convocation; as well as regional alumni event activities.
10. Other duties as assigned by the Assistant Vice President of Development.

Qualifications:

1. Persuasive oral, written, and computer communication skills.
2. Effective organizational, leadership, supervisory, and time management skills.
3. Ability to work in a self-directed fashion while serving as a member of a collaborative development team.
4. Ability to communicate easily with prospects about giving opportunities.
5. Ability to collaborate effectively with other members of the Development Office to complete assigned duties successfully.
6. Bachelor's degree and at least seven years of major gift fund-raising experience or equivalent related experience, campaign experience preferred.

Working Conditions:

Extensive travel, and some night and weekend work are required.