**ANNOUNCEMENT OF ADMINISTRATIVE POSITION OPENING**

**POSITION:** **Director of Major Gifts**

**DEPARTMENT:** Development

**APPOINTMENT:** Administrative, full-time, 12 months

**STARTING SALARY:** Commensurate with experience

**AVAILABLE:**                Immediately

**INTRODUCTORY PERIOD:** 12 months

**APPLICATION DEADLINE:** Open Until Filled

**DESCRIPTION:**  Reporting to the Assistant Vice President for Advancement, the Director of Major Gifts will serve as a senior development officer responsible for securing major gifts from alumni, parents and friends of the University.

Duties and responsibilities include but are not limited to:

* Develops and manages a portfolio of 100-150 major gift prospects, focusing on identification, cultivation, and solicitation of gifts starting at $100,000.
* Assists in the successful implementation of a strategy to secure major gifts in support of the University’s fundraising priorities.
* Manages fundraising activities of assigned prospects, creating, implementing and developing strategies for the successful solicitation of major gifts.
* Establishes priorities for volunteers and provides them with pertinent data, reports, and solicitation recommendations for their interaction with prospective donors.
* Manages responses to inquiries received as a result of newsletters and advertisements, including mailing follow-up materials and making follow-up visits to prospective donors as appropriate.
* Works closely with the Director of Annual Giving to ensure that all prospects are also asked annually for commensurate-level annual gifts.
* Ensures that all prospects understand the benefits of potential deferred giving opportunities for the betterment of the University.
* Creates and maintains reports and information regarding contact with donors and prospects.
* Assists in hosting various development and alumni events, such as homecoming, alumni weekend and donor cultivation and recognition events.
* Attends various development staff meetings and divisional meetings.
* Performs other duties and special projects as assigned or directed.

**MINIMUM QUALIFICATIONS**: Bachelor’s degree required plus a minimum of five (5) years of related work experience or an equivalent combination of experience and education. Master’s degree preferred. Successful candidate will have outstanding communication skills in writing, speaking, and listening; attention to detail and independent judgment; and the ability to follow instruction, but still be entrepreneurial.   Must possess the ability to manage complex tasks and meet deadlines; have knowledge of University programs and offices; familiarity with topics of concern to prospective donors and the ability to respond to those topics on an immediate basis. Must have ability to initiate and maintain strong working relationships with both professional and volunteer leadership of the University. A willingness to travel and work non-traditional hours is essential. A valid driver’s license is required. (A current DMV printout demonstrating a good driving record must be presented prior to offer of employment.) Successful candidate must be able to competently interact with a culturally and ethnically diverse population of students, faculty, and staff. In compliance with The Americans with Disability Act, if selected for the interview process and accommodations are needed please call (909) 748-8040.

**TO APPLY:** The University is being assisted by The Mylott Group, Inc. Prospective candidates and nominators should contact **Mr. Paul Mylott** at [Paul@themylottgroup.com](mailto:Paul@themylottgroup.com) for a confidential discussion. Applications should be submitted electronically to [Paul@mylottgroup.com](mailto:Paul@mylottgroup.com) and must include a cover letter, resume, and a list of at least five professional references with contact information, including telephone and email, and a notation indicating the candidate’s working relationship with each. References will not be contacted without the explicit permission of the candidate. This position is open until filled.

**FOR MORE INFORMATION, CALL 909/748-8040 OR VISIT:** <https://www.redlands.edu/human-resources/>

**SUBMISSION OF A RESUME OR APPLICATION INDICATES AGREEMENT THAT THE**

**UNIVERSITY MAY VERIFY ANY AND ALL INFORMATION CONTAINED THEREIN**

**MEMBERS OF UNDERREPRESENTED GROUPS ARE ENCOURAGED TO APPLY**

**AN EQUAL OPPORTUNITY EMPLOYER**