

UNIVERSITY OF MINNESOTA FOUNDATION

Position Description

Position Title: Regional Development Officer
(University Classification #9717 – *Development Officer*)

Position #: 244792

Report to: Director of Regional Development

Department: Regional Development, Collegiate/Campus Programs

GENERAL DESCRIPTION:

The office of Regional Development is responsible for the solicitation of major gifts from individuals through extensive field contact with prospective donors. The development staff works with donors to determine the appropriate gift vehicles, including cash, securities, real property and other. The development officer will be expected to coordinate his or her efforts with unit based development officers, central development professionals, and other University personnel where appropriate.

MAJOR SPECIFIC RESPONSIBILITIES:

Major Gifts Development

- Make assessment calls, cultivate, solicit, provide recognition and steward appropriately leadership and major gifts for the University, with an emphasis on gifts at the \$100,000+ level.
- Manage in varying stages of involvement a caseload/portfolio of 150-200 prospects and donors outside of Minnesota to ensure that timely steps are taken toward solicitation.
- Develop and implement strategy for each prospect, including ways to increase involvement of donors and prospects in the activities of the University. Utilize both current and planned gift opportunities to best meet donors' needs, interests, and financial capabilities.
- Meet regularly with unit based development officers or central development officers as appropriate to discuss major donor prospects, strategy and solicitation.
- Provide regular progress reports on the prospect cultivation and solicitation, and complete and file thorough reports of all contacts in a timely manner.

Plan and Coordinate Regional Donor Logistics and Follow-up

- Review research reports and information from the University donor management system database on assigned donors and prospects. Plan trips and call donors to set appointments for visits. Build relationships for the University with donors, collaborate with collegiate units and effectively present the case for philanthropic support of the University and explain gift opportunities. Follow up with correspondence, phone calls and additional visits as appropriate to close gifts.
- Position will require travel as necessary to meet the prospects – generally 12-15 personal, one-one meetings a month.

Projects and Additional Activities

- Participate or lead special projects, as assigned. Handle other duties and assignment as might be required (some examples include serving on development search committees and process improvement committees).

SPECIFIC REQUIREMENTS/PREFERRED QUALIFICATIONS

Required:

Baccalaureate degree. Minimum of 3 years development experience, especially in the major gifts area. Ability to promote and successfully solicit major gifts by identifying major gift prospects, managing caseload, designing and implementing cultivation and solicitation strategies and ensuring follow-up activities and stewardship in a collaborative environment. Or, comparable individual relationship building experiences with individuals of significant financial resources. Demonstrated communications and interpersonal skills and success in working in a team setting.

Preferred:

Minimum of 5 years development experience, especially in the major gifts area. Significant history of motivating individuals to make personal \$25,000+ gifts; demonstrated experience in collaborative donor/prospect cultivation and solicitation process, including use of volunteers. Knowledge of planned giving programs. Strong commitment to a major, land-grant, research, urban university. Campaign experience.

American with Disabilities Act (ADA) Requirements:

Office environment including standing and sitting at desk, use of PC, occasional lifting of approximately 10#.

Background Check Requirement:

Employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record which bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

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This is a 12 month, 100% time, annually renewable appointment; salary commensurate with experience and qualifications.

The University of Minnesota is committed to the policy that all persons have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance, veteran status, or sexual orientation.