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EXECUTIVE SEARCH

Position Announcement

Senior Major Gift Officer

Wayne State University
School of Medicine
Detroit, Michigan



WAYNE STATE
School of Medicine

Reports To

Senior Director of Major Gifts

Organization Profile

Wayne State University is a premier, public, urban research university located in the heart of Detroit. Founded in 1868, Wayne State today pursues scholarship at the highest levels and serves a diverse body of nearly 25,000 students through a broad array of approximately 350 academic programs.

Since its founding, Wayne State has been inextricably linked to a city that has been a symbol of the American dream and a kaleidoscope of cultures, ambition, inspiration, contradictions and challenges. In recent years, the spirit and resilience that once made Detroit great has re-emerged in full. With a new vision, new leadership, willing participation, growing investment, economic growth and, most of all, palpable optimism, Detroit has become a model for the reinvention of the great American city.



Throughout Detroit's changing fortunes, Wayne State has remained a steadfast partner, playing a lead role in the city's resurgence while maintaining the university's historical commitment to opportunity and excellence.

Opportunity is embodied in the chance for a diverse array of students from across the community and around the world to study at a major research university and prepare for a lifetime of success. It is found in the cultural and community experiences that are unique to a Wayne State education, including the opportunity for students to help remake a city, strive for social justice and serve the people of the community. It is evident in the wide spectrum of academic programs at the undergraduate, graduate and professional levels. At Wayne State, students can learn from professors at the forefront of their disciplines and participate in the creation of new knowledge. Most of all, opportunity means a chance for students with desire and talent to achieve their dreams, no matter what their backgrounds.

At Wayne State University, excellence is evident in the quality of its faculty, the caliber of its research and the rigorous academic expectations of its students. It undergirds and guides our endeavors both in and out of the classrooms and labs and fuels a relentless pursuit of improvement.

Position Summary

The Senior Major Gifts Officer for the School of Medicine (SrMGO) will provide expertise and experience while participating in fundraising efforts, strategies, and initiatives for the School of Medicine. These responsibilities will include cultivating, soliciting, and stewarding major gift donors to meet established fundraising goals.

The SrMGO will serve in the role of a seasoned professional by providing expertise and guidance in identifying fundraising needs and priorities. The SrMGO will work closely and collaborate with the AVP, Senior Director, Dean, department chairs and faculty to develop major gift fundraising plans and strategies and establish realistic and achievable timelines. The successful individual will be expected to remain current with fundraising trends and serve as a resource on successful development activities, techniques and methods.



Specific Responsibilities

The Senior Major Gift Officer will:

- Conduct one-on-one visits to qualify, cultivate and solicit donors to increase philanthropic commitments.
- Achieve annual fundraising goal and assist in meeting unit objectives.
- Allocate and prioritize time and resources to achieve the greatest return on investment. Performance and productivity will be measured on the following core metrics as determined annually:
 - Dollars raised for campaign gifts
 - Dollars raised for cash and in-kind gifts
 - Number of Major Gift solicitations of \$25,000+
 - Number of Major Gifts closed at \$25,000+
 - Number of face-to-face meetings
 - Number of meaningful contacts each month

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- Serve as a resource for Development units to ensure operational efficiencies.
- Ensure the timely routing of donor contributions to central development for processing.
- Adhere to confidentiality and data usage policy.
- Demonstrate a high level of commitment and enthusiasm.
- Travel as needed; work extended hours for evening meetings and special events, etc.
- Perform other related work as assigned.

**Knowledge,
Skills and
Abilities**

Knowledge, skills and abilities that ideal candidates should possess:

- Ability to communicate clearly, concisely, and professionally both orally and in writing.
- Strong interpersonal skills.
- Ability to manage several projects simultaneously, prioritize and plan work activities while meeting deadlines.
- Strong organizational and time-management skills.
- Ability to evaluate, interpret, and present complex information effectively in professionally prepared documents or presentations.
- Must be detail oriented and committed to achieving a high degree of accuracy.
- Proficient in the use of complex administrative systems software, preferably in the higher education environment.
- Proficient with Microsoft Office Suite, especially Word and Excel.
- Must be an independent and innovative self-starter who displays an ability to learn quickly and easily adapts to changing situations.
- Experience researching topics to gain knowledge and understanding when information gaps exist.
- Demonstrates a commitment to diversity, equity and inclusion through continuous development, modeling inclusive behaviors and proactively managing implicit bias.
- Ability to collaborate effectively with colleagues within the division and other units to gain full understanding of the project and desired outcome.

- Qualifications**
- Qualities and experiences that ideal candidates should display include:
- Ability to produce high quality and consistent results in collaboration with team members. Support teammates with complex projects.
 - Bachelor's degree in marketing, public relations or business administration from an accredited college or university.
 - Reasonable knowledge and understanding of university policies and procedures.
 - Five years of experience working as a fundraising professional in direct major donor solicitations in excess of \$25,000.
 - Direct experience preparing proposals and conducting major gift solicitations.

- Preferred**
- Preference will be given to candidates that also display one or more of the following:
- An advanced academic degree.
 - Fundraising certification (CFRE, FAHP, CAP, CSPG or equivalent).
 - Experience in a fundraising role within an educational setting or institution.
 - Higher education development.

Memorandum

Wayne State University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. WSU encourages applications from women, people of color, and other underrepresented people. Wayne State is an affirmative action/equal opportunity employer.

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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