

## **Newman University**

### **Major Gifts Officer**

#### **Institutional Advancement - Wichita, KS - Full Time**

##### **Occupational Summary:**

The Major Gifts Officer provides direct support to the development function and activities of Newman University with an emphasis on planning, organizing and executing fundraising efforts as well as providing some internal management. This position will manage a portfolio of prospects capable of financially supporting the University through major gifts and foster a culture of philanthropy to ensure that fund development is executed in keeping with the organization's core values, vision, and mission. **Some travel is required.**

Position is full time (40hrs) and works 12 months per year. Paid time off and benefits starting after first 30 days. Approximately 20 days off with pay for observed holidays/breaks with an additional 2 weeks of vacation time accrued per year. Tuition waiver for employee, spouse and eligible dependents after one year of employment.

##### **Stewardship Statement:**

This position is responsible for cultivating and maintaining the institution's Catholic identity and its mission to empower graduates to transform society. As a member of the Newman community, the staff member will join with the institution's sponsors, the Adorers of the Blood of Christ (ASC Sisters), to witness God's love in Mission to empower others, foster oneness, celebrate life, form right relationships, and walk as compassionate companions. Additionally, this position contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other faiths, cultures, or backgrounds.

##### **Work Performed:**

1. Actively engage donors for major and deferred gifts, particularly those at the \$25,000 level and greater.
2. Assist in the implementation of the University's overall fundraising objectives and strategies such as prospect management, campaign development, donor stewardship and record keeping.
3. Actively manage appropriate prospect management assignments and processes, including donor identification, cultivation, solicitation and stewardship.
4. Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
5. Assume a leadership role in identifying volunteer leadership for fundraising projects and events, determining schedules of operation, and developing specific fundraising objectives.
6. Assure that critical schedules and timetables are met, interacting directly with the Advancement Team and internal and external constituents.

7. Assist in planning and organizing all fundraising related meetings and functions.
8. Review and analyze past fundraising efforts, changes in community structures, economic factors, etc. which may affect various fundraising initiatives and provide resource data and progress reports to the appropriate parties.
9. Assist in revenue generation activities for the Newman Fund, including special events, faculty/staff campaign, etc.
10. Assume responsibility for special projects as assigned by the Vice President of Institutional Advancement, including scholarship activities and special events.
11. Performs other job-related duties as assigned.

**Requirements:**

1. Bachelor's degree required, master's preferred.
2. Progressive experience in development preferred.
3. Must possess a valid driver's license and be insurable under the University's policy at all times.
4. Ability to work evenings and weekends.
5. Ability to manage multiple tasks simultaneously and consistently meet deadlines.
6. Strong organizational, interpersonal, and communication skills essential.
7. Ability to handle confidential information in a discreet manner.
8. Must pass a credit check.
9. Must be legally authorized to work in the United States.

Founded in 1933, Newman University is a liberal arts institution grounded in Catholic values and traditions, yet is respectful of all faiths. At Newman you'll find people, programs, organizations and activities designed to educate the mind and inspire the spirit. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We are a sponsored ministry of the Adorers of the Blood of Christ, US Region. We invite you to join us in our work of empowering our graduates to transform society!

*Newman University is committed to hiring faculty and staff members that reflect the diversity of our region and to providing equal opportunities to all applicants and employees, according to all applicable equal opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies and agencies. In keeping this commitment, it is the policy of Newman University to base all employment decisions only on valid job requirements without regard to race, color, creed, religion, sex, national origin, genetic information, marital status, familial status, public assistance status, local human rights commission activity, disability, age, sexual orientation, gender identity, or status as a qualified protected veteran.*

*In compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, Newman University will provide reasonable accommodation to applicants with a disability in completing the application form or in the interview process. Please notify the Human Resources Office at (316) 942-4291, ext. 2202 or email [hr@newmanu.edu](mailto:hr@newmanu.edu) in advance so necessary arrangements can be made.*