



THE CITADEL FOUNDATION
CHARLESTON, SOUTH CAROLINA

JOB DESCRIPTION FOR: Major Gifts Officer, Athletics for The Citadel Foundation

GENERAL RESPONSIBILITIES: As a Major Gifts Officer for The Citadel Foundation, this individual works closely with the VP for Athletic Development, Director of Development and The Citadel Brigadier Foundation (TCBF) to execute strategic planning initiatives to enhance the overall athletic development efforts for The Citadel Foundation. This individual will build on the Foundation's strengths and successes to help move The Citadel to a new level of philanthropic and alumni engagement in support of Athletics. The Major Gifts Officer will manage a portfolio of major gift prospects for Athletics.

REPORTS TO: Director of Development, Athletics

SPECIFIC DUTIES INCLUDE:

Major Gifts Officer:

- Work closely with the VP, Athletic Development and Director of Development to carry out a development plan for the overall success of The Citadel Foundation
- Work closely with The Citadel Brigadier Foundation and Athletic Department to execute strategic plan for Athletic Development
- Identify, qualify, and solicit potential benefactors in support of The Citadel Foundation by matching The Citadel's fundraising to and prospective donors' interests
- Manage a portfolio of individuals, corporations, and foundations in the development of relationships to enhance or explore interest in The Citadel
- Develop engagement, solicitation, and stewardship strategies to acquire major gifts for athletics
- Serve as liaison between TCBF and the Athletic Department
- Adhere to annual budgets
- Adhere to annual performance metrics

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited institution of higher education; advanced degree preferred
- Three (3) to five (5) years minimum in fund development in a higher education setting, including demonstrated success in major gifts solicitations and athletic fundraising
- Thorough knowledge of fundraising principles
- Excellent communication skills, written and verbal
- Proficiency in Microsoft Office applications and other desktop computing software
- Motivation to travel extensively in the fulfillment of duties



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- Enthusiasm and excellent people skills are essential; successful candidate must have flexibility to handle the needs of a fast-paced work environment and the individual needs of donors
- Ability to organize and prioritize tasks and to lead and motivate others
- Ability to work effectively with other staff members, campus representatives, students, and volunteers
- Affinity with the overall mission of The Citadel and The Citadel Athletics
- Some evening and weekend work will be required

PREFERRED QUALIFICATIONS:

- Experience in athletics annual giving and/or higher education philanthropy
- Experience in a Division I Athletic Department
- Experience with Blackbaud's Raiser's Edge
- Additional experience in fundraising, public relations, and/or marketing

Classification: Salary, Full-Time, Exempt