

***AFP Executive Referral
Job Posting***

***Buffalo State College
Major Gift Officer, School of Natural and Social Sciences***

Responsibilities: Create a culture of philanthropy in the School of Natural and Social Sciences by identifying, qualifying, cultivating, and soliciting major donor prospects and stewarding major donors. Major gifts are defined as \$10,000 and above, although emphasis will be placed on closing gifts in the six figures and above range. The gifts officer will also work with internal constituencies to develop partnerships that will result in private support. Soliciting leadership level annual fund gifts and planned gifts is consistent with expectations. Out of region travel required. Much of gift officer responsibilities will take place outside the office and outside conventional business hours.

Required Qualifications: Bachelor's degree; minimum 3 years experience in fundraising with demonstrated record of successful donor solicitation; expertise in Microsoft Word and Outlook; working knowledge of prevailing IRS regulations governing gifts; excellent organizational, interpersonal and networking skills; exemplary written and oral communication skills.

Preferred Qualifications: Master's degree; fundraising experience in higher education; experience in direct major/planned gift cultivation and solicitation; familiarity with Raisers Edge and Microsoft Office products, including Excel; CFRE preferred.

Review of applications will begin immediately and continue until position is filled. We encourage interested applicants to apply for this job posting online at <https://jobs.buffalostate.edu>.

Buffalo State is an affirmative action/equal opportunity employer and committed to respect for diversity and individual differences.