

## **Buffalo State College Major Gift Officer**

Buffalo State College seeks applicants for a Major Gift Officer. Excellent professional environment and fringe benefits. Competitive salary.

Responsibilities: Create a culture of philanthropy in the School of Natural and Social Sciences. Qualify, cultivate, and solicit prospective donors capable of making major gifts, focusing on high 5 figure and above prospects. The gift officer will also work with internal constituencies to develop partnerships leading to private support. Soliciting leadership level annual fund and planned gifts is consistent with expectations. Out of region travel is required. Many responsibilities take place outside the office and outside conventional business hours.

Required Qualifications: Bachelor's degree; minimum three (3) years of 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 communications.

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 qualified 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.