

Pacific McGeorge School of Law is seeking a Major Gifts Officer to serve as a member of the Development Team. Reporting directly to the Assistant Dean for Advancement, the Major Gifts Officer plans, develops and manages a focused program to cultivate, solicit, and steward Leadership, Major Gift and Campaign prospects targeted for gifts at each level.

Essential Duties and Accountabilities:

- Work closely with the Assistant Dean and development staff to formulate annual plans and strategies for achieving the law school's development, and specifically leadership, major gift and corporate/foundation funding goals.
- Plan, develop, and oversee the implementation of individual strategies for donors making leadership, campaign/major and corporate/foundation gifts.
 - Personally manage a portfolio of leadership, major gift and corporate/foundation prospects - develop and implement plans for qualification, cultivation and solicitation of these prospects in collaboration with the dean, director, faculty, and other law and university-wide advancement officers.
 - Conduct a minimum number of face to face visits and other contacts monthly. Provide detailed reports of all activities to department and on prospect tracking system.
- Assist planned giving program with outreach and educational visits and events to all constituencies.
- Provide support and secure sponsorships for law school events and programs as required.
- Serve as a key participant in alumni/leadership events at which high-profile prospects are present in order to establish relationships and to communicate school needs to would-be donors.
- Work with campus and university-wide colleagues to identify new corporate/foundation/campaign/major gift/leadership prospects from alumni, parents, friends, corporations, foundations, and community members.
- Serve as educator to all constituencies, on and off campus, regarding the importance of advancement and fundraising as a part of the overall Pacific McGeorge culture.
- Perform other duties as assigned or requested.

Minimum Qualifications:

- Three to five years of development/fund raising experience in major gift work.
- Experience in the higher education arena a plus.
- Bachelor's degree or equivalent combination of experience, education, and training.
- Excellent communication skills including writing, editing, public speaking, and proposal generation.
- Must have the ability to maintain prospect/donor information in a confidential manner.
- The ability to verbalize "asks" in a courteous but direct fashion required.
- Must be detail-orientated with excellent follow-up.
- Ability to work effectively with volunteers, administrators, faculty, staff, and legal professionals.
- Competence in use of information technology appropriate to position. Ability to learn Banner or other Enterprise Resource Planning System required.
- Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University's insurance carrier reserves the right to exclude applicants based on their driving record.

Application Process:

Please submit your resume, cover letter and salary requirements to: mcgeorgehr@pacific.edu or fax materials to 916.739.7196.

Pacific McGeorge School of Law is an Equal Opportunity Employer.