Position Title: Campaign Capital Giving Officer
Department: Institutional Advancement
Reports To: Vice President of Development & Sponsored Research
FLSA Designation: Exempt
Bargaining Unit Position: No
Date Written/Revised: March 1, 2015

POSITION SUMMARY

Reporting to the Vice President of Development & Sponsored Research, the Campaign Capital Giving Officer will develop individualized cultivation and solicitation plans encompassing annual, capital, and deferred strategies for approximately 150 – 200 prospects and donors to raise capital gifts for the Fisk University Comprehensive Campaign. The individual will be a dynamic self-starter who will identify, cultivate, solicit, and steward prospects capable of making gifts in the $500,000 - $5,000,000 range, specifically for new construction and renovation of historic buildings.

Responsibilities include building and maintaining prospect relationships with the University through individual contacts, fundraising events, and otherwise foster strong ties between prospective donors and the Fisk Board of Trustees, faculty, administration, alumni and volunteers. This individual will work closely with colleagues in Major Gifts, Planned Giving, Corporate and Foundation Relations, Annual Giving, Advancement Services, Alumni Affairs, and University Relations to ensure the best efforts of managing relationships and securing support from donors.

This officer must be able to work independently and collaboratively as a team member in the Division of Institutional Advancement. The officer must work strategically with the Vice President for Development & Sponsored Research, other senior administrators, faculty, staff, campaign volunteer leaders, and the President to support University-wide capital fund raising priorities.

ESSENTIAL FUNCTIONS

Develop and coordinate strategic planning and execution for generation of capital gifts, in conjunction with the Vice President and President. This involves identifying prospects, arranging meetings with prospects, and overseeing special events.

Develop profiles for prospective donors and current donors through research and leads provided from participants in the campaign; create and maintain high levels of donor relationships that will serve to solidify stronger ties to the donor; manage a portfolio of donors...
and prospects; personally solicits assigned donor portfolio, including preparation of personalized materials when needed.

Develop, implement and track specific programs and prepare proposals that will identify, cultivate, and solicit for potential individual donors, foundations, churches, corporations and affluent individuals.

Works with identified Board members and other campaign volunteers to identify, cultivate, solicit, and steward appropriate donors.

Develop materials for capital gifts including writing foundation grants for capital projects and program expansion.

Increase community awareness, understanding, perception, involvement, and financial support.

Attain annual fundraising goal for capital gifts of no less than $2 million per fiscal year including both renewable gifts and new incremental revenue.

Implements programs/activities to identify, cultivate, solicit, and steward donors at the $500,000 to $5,000,000 range, with an emphasis on maximizing revenue for new construction and renovations of facilities at Fisk University.

Work collaboratively with other departments and partners with colleagues to create customized solicitation strategies matching the objectives of the University and interests of the donor/prospect.

Update donor records; create queries and reports from the Raiser’s Edge database and Wealth Engine that provide the information needed to make informed decisions; update addresses and biographical data of existing records in Raiser’s Edge database, as needed; adds new constituent records to the database as needed; analyze information and populates all appropriate data fields where information is available.

Assist with diverse cultivation, recognition and other special events.

Perform other duties, as needed or assigned, by the Vice President.

**SECONDARY FUNCTIONS**

In addition to the performance of essential functions, this position may be required to perform a combination of varied supportive functions, with the percentage of time performing each function to be solely determined by the Vice President, based upon the particular requirements of the University or the project underway.

**ORGANIZATIONAL RESPONSIBILITY**

No direct reports. The employee will regularly exercise a high degree of judgment in their work. The person in this position will have advanced knowledge and education as well as perform original and creative work. The work in this position is intellectual and varied, and some work may be accomplished per a timetable.
SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

Excellent oral and written communication skills required, with the ability to read and interpret general business periodicals, professional journals, technical and procedural manuals.

Experience with Raiser’s Edge is required.

Excellent writing and proofreading skills, and the ability to write proposals, correspondence, and reports is required. Candidate must possess the competencies to speak effectively when interacting with prospects, donors, the public, and the entire Fisk community.

Demonstrated skillset to communicate clearly and persuasively, orally and in writing, during one-to-one visits and in groups. The candidate must have a highly developed sense of confidentially and propriety in dealing with sensitive information.

Ability to adhere to deadlines while managing multiple projects is a requirement in order to be successful in this role. Excellent analytical and organization skills required. Seventy percent (70%) travel locally and nationally is a requirement.

Ability to organize and prioritize work, be proactive, take initiative, resolve problems, follow through and simultaneously manage multiple priorities to ensure that goals are met in a timely manner.

Ability to maintain a high degree of accuracy and professionalism with strong attention to detail.

Advanced computer skills, including the use of Microsoft Office Suite, Raiser’s Edge, Wealth Engine, and Crescendo create word processing documents, spreadsheets, database reports, and research reports will be especially important to function at the highest level of efficiency and effectiveness.

QUALIFICATIONS

Education: BA/BS required
Master’s and/or doctorate degree(s) preferred

Licenses/Certificates: Professional license, CFRE, preferred

Experience: Ten years of fund raising experience required; documented track record of raising capital gifts of $100,000 or more required, which will be verified

Additional Requirement: Background and credit checks, and official transcripts will be required of the successful applicant.
PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Work in evenings and on weekends is required.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate. This position is a flexible one that allows the individual to work from home, as needed, when not traveling.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

QUALIFIED INDIVIDUALS ARE ENCOURAGED TO VISIT OUR WEBSITE, www.fisk.edu, AND APPLY VIA OUR ONLINE APPLICATION.

PLEASE SUBMIT A COVER LETTER AND THE NAMES, ADDRESSES, EMAIL AND PHONE NUMBERS OF THREE (3) REFEREES WITH YOUR SUBMISSION.

WE OFFER A COMPETITIVE COMPENSATION AND BENEFITS PACKAGE AND A CAMPUS ENVIRONMENT FILLED WITH UNIQUE OPPORTUNITIES AND EXPERIENCES.