

POSITION ANNOUNCEMENT

JOB TITLE	MAJOR GIFT FUNDRAISER
TYPE OF VACANCY	CONTRACT
DEPARTMENT/UNIT	DIVISION OF INSTITUTIONAL ADVANCEMENT AND ALUMNI AFFAIRS
REPORTS TO	EXECUTIVE DIRECTOR, CORPROATE & FOUNDATION RELATIONS
<p>SUMMARY: The Major Gift Fundraiser position will Identify, cultivate, solicit and steward major donors and prospects for University of The Bahamas including individuals, corporations, and foundations, through strategy-based visits and other forms of direct personal contact.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Major Gift Fundraiser, is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ This position reports to the Executive Director, Corporate & Foundation Relations (or in their absence the VP of Institutional Advancement & Alumni Affair) to identify prospects and create strategies to match prospects' interests to the priorities of the University; ➤ Manage a portfolio of 25-85 individual, corporate or foundation prospects capable of making a major gift (defined as greater than \$10,000) to University of The Bahamas; ➤ Identify, cultivate, solicit and steward major donors and prospects including individuals, corporations, and foundations, through strategy-based visits and other forms of direct personal contact; ➤ Support and ensure delivery on a segment of UB fundraising activities with specific responsibility for supporting major gift fundraising, leadership level annual fund solicitations, selected other special gift level opportunities and grants/projects; ➤ Provide support to the maintenance of the major gifts prospect pipeline; ➤ Prepare annual or bi-annual stewardship or impact reports for donors funding expendable and endowed scholarship or programs ➤ May be assigned to assist specific Dean(s) in their work securing private gift or grant support; Assist in educating faculty and staff in respect of the roles they can play in supporting development generally; ➤ Support the management of a select cohort of volunteers: strategic support in their cultivation and solicitation of major donors and prospects. Coordinate volunteers' activities to ensure their integration into University's vision and goals; ➤ Help to maintain the prospect management database and other institutional resources to ensure appropriate management of donors, prospects, alumni, and volunteers in coordination with University objectives; ➤ Conduct preliminary research to identify prospects in support of briefing note preparation and prospect identification; ➤ Assist in the implementation of programmes and activities designed to increase the visibility of the Offices of Corporate and Foundation Relations and Development (within the Division of Institutional Advancement) and the University to internal and external constituencies; ➤ Represent UB at various community and business meetings including externally to funding agencies; 	

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- Conduct internal and external research/fact gathering in support of funding proposal development;
- Provide follow up support on internal request for fundraising support Offices of Corporate and Foundation Relations and Development;
- Provide support on production of fundraising reports and other database reports as needed;
- Provide coordination and support on donor/prospect events; and special events as assigned (Ex: UBFIT)
- Makes updates in Raiser's Edge NXT software relative to prospect and donor tracking and record maintenance;
- Provides support for development related meetings.

REQUIREMENTS:

- Demonstrated time management skills.
- Skilled in Microsoft Office.
- Must have ability to maintain absolute confidentiality and professionalism.
- Excellent verbal and written communication skills.

QUALIFICATIONS:

- A Bachelor's Degree or the equivalent in relevant area;
- Preferable 1-2 year of experience working in the non-profit world; higher education experience a plus.

Salary Grade	CONTRACT
Date Published	January 23, 2024
Application End Date	February 6, 2024
Date to be Removed	February 6, 2024

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references

<https://ubhrapply.info/PeopleFirst>

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Major Gift Fundraiser.