



| FOR HR USE | |
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| Exempt <input checked="" type="checkbox"/> | Non-Exempt <input type="checkbox"/> |
| POSN Number | 999027 |
| Grade | 15 |

D R A K E U N I V E R S I T Y
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: ALUMNI AND DEVELOPMENT

TITLE: MAJOR GIFT OFFICER,
LIAISON TO COLLEGE OF
BUSINESS AND PUBLIC
ADMINISTRATION/SCHOOL OF
JOURNALISM AND MASS
COMMUNICATION

REPORTS TO:

SPVR TITLE: DIRECTOR OF DEVELOPMENT

TO APPLY: **Submit cover and resume to:**
Drake University
Kinne Center - Development Office
2507 University Avenue
Des Moines, IA 50311-4505
E-mail: jobs.alumdev@drake.edu
NO PHONE CALLS PLEASE

ESSENTIAL JOB FUNCTIONS

- Working within the Modified Regional Major Gifts Model put in place for major gift fundraising, cultivate, solicit & steward prospects with the capacity to make an outright or deferred gift to the University in excess of \$25,000. 60%
- Serve as the primary liaison within the Development Office to the College of Business & Public Administration and School of Journalism and Mass Communications for major gift officers, senior administrators and volunteer leaders who have prospects interested in making a gift to Drake University's CBPA & SJMC. This support may include providing, as needed, technical support, proposal development, and when appropriate, collaboration on direct solicitations. 20%
- Work closely with the Director of Corporate and Foundation Relations to secure support for the College of Business & Public Administration and School of Journalism & Mass Communication from corporations, foundations, and other entities not currently tied with the College/School. 10%
- Advise the Dean of the College of Business & Public Administration and School of Journalism & Mass Communication on various advancement strategies to sustain and expand vital support initiatives at Drake. 10%

Perform other duties as assigned.

Comments: Serves as the primary fundraising liaison to various regions, including Texas, Northern California, Missouri, and possibly one other region, as well as the primary fundraiser for the CBPA & SJMC in Iowa and Chicago.
Extensive travel, both overnight and regionally, is required.

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL ELEMENTS

EDUCATION: Baccalaureate Degree – Knowledge of specialized principles or techniques normally obtained through a four-year college/university academic program or an equivalent in-depth specialized training program directly related to the type of work being performed.

EXPERIENCE: Extensive: 5+ years

OTHER ESSENTIAL TRAINING AND SKILLS:

Computer Experience (Macintosh and / or PC), Spreadsheet / Database Applications (i.e. Microsoft Excel Access, FileMaker), Word Processing Applications (i.e. Microsoft Word, Word Perfect), State Driver's License

SCOPE OF MANAGEMENT: Number of Direct Reports: 0

SCOPE

COMPLEXITY: Work is basically non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required to devise new methods to situations where previously accepted methods have proven inadequate.

CONSEQUENCE OF ERROR: Errors may cause large expenditures for materials or products, or loss of important customer accounts. Duties may involve the dissemination of data upon which top management bases important decisions.

DECISION MAKING: Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect the department or other departments within the organization. May also review decisions made by other individuals on more routine matters.

IMPACT: Considerable Impact – Causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses.

WORKING CONDITIONS & PHYSICAL EFFORT

| | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|--|--------------------|---------|--------|-------|--------|
| 1. Lift object weighing up to 20 pounds. | X | | | | |
| 2. Lift objects weighing 21 to 50 pounds. | X | | | | |
| 3. Lift object weighing 51 to 100 pounds. | X | | | | |
| 4. Lift objects weighing more than 100 pounds. | X | | | | |
| 5. Carry objects weighing up to 20 pounds. | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds. | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds. | X | | | | |
| 8. Carry objects weighing 100 pounds or more. | X | | | | |
| 9. Standing up to two hours at a time. | X | | | | |
| 10. Standing for more than two hours at a time. | X | | | | |
| 11. Twisting or turning head or back. | X | | | | |
| 12. Stooping, bending, kneeling, or crawling. | X | | | | |
| 13. Ability to reach and grasp objects. | | | | X | |
| 14. Manual dexterity or fine motor skills. | | | | X | |
| 15. Color vision - the ability to identify and distinguish colors. | | | | X | |
| 16. Ability to communicate orally. | | | | | X |
| 17. Ability to hear. | | | | | X |
| 18. Pushing or pulling carts or other such objects. | X | | | | |
| 19. Proofreading and checking documents for accuracy. | | | | X | |
| 20. Using a keyboard to enter and transform words or data. | | | | X | |
| 21. Using a video display terminal. | X | | | | |
| 22. Working in a normal office environment with few physical discomforts. | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like. | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions. | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls. | X | | | | |
| 26. Operating automobile or van. | | | | X | |
| 27. Operating heavy equipment. | X | | | | |
| 28. Extreme temperatures, such as cold or heat. | X | | | | |
| 29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects | X | | | | |
| 30. Other physical ability or hazard exposure required by the job. | X | | | | |