



University of New Haven

Director of Development/Major Gift Officer

Advancement

Search #21-22A

The University of New Haven, founded on the Yale campus in 1920, is a private, coeducational university that has been recognized by The Princeton Review and U.S. News & World Report for academic excellence. Located between New York City and Boston in the shoreline city of West Haven, the University is a diverse and vibrant community of nearly 7,000 students from across the globe.

Within the University of New Haven's colleges and schools, students immerse themselves in a transformative, career-focused education across engineering, health sciences and healthcare, business, law enforcement and public service, the liberal arts and sciences, and the fine arts.

More than 100 academic programs are offered, all grounded in a longstanding commitment to collaborative, interdisciplinary, project-based learning. The University of New Haven ranks among the top universities in the Northeast and boasts nationally ranked programs in a number of majors across business, criminal justice, health sciences, engineering, cybersecurity, forensic science, and the liberal arts and sciences.

Here, the experience of learning is both personal and pragmatic, guided by a distinguished faculty who care deeply about individual student success. As leaders in their fields, faculty members provide the inspiration and recognition needed for students to fulfill their potential and succeed at whatever they choose to do.

Under the leadership of President Steven H. Kaplan, who was named the sixth president in 2004, the University has experienced significant growth — both in enrollment and in the expansion of the University's West Haven campus. Full-time undergraduate enrollment has more than doubled, and first-year applications have nearly quadrupled.

Over the last decade, the University has completed more than \$300 million in major capital projects while launching 26 new academic programs. The University has also added campuses in Tuscany, Italy, and Orange, Conn.

For more background on the University of New Haven please visit: www.newhaven.edu

The University of New Haven: [Campus tour given by students and an overview message from President Steve Kaplan.](#)



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SEARCH DESCRIPTION:

The Director of Development/Major Gift Officer works to advance the University of New Haven's fundraising efforts by securing current and deferred gifts from alumni and friends for University-wide priorities and in support of the University's five colleges. He/she is responsible for cultivation, solicitation, and stewardship of existing and new individual prospects/donors at the five-figure level and above, engaging in a highly active level of planned cultivation and solicitation activity, including face-to-face visits, to achieve fundraising goals. The donor and prospect pool are comprised of alumni, friends and parents, including faculty and community members. This position develops and manages a portfolio of approximately 100+ individual, corporate and foundation prospects capable of making annual and multi-year commitments.

CORE DUTIES:

- Work with the Executive Director of Major Gifts (EDMG) to establish a plan, including specific goals and timetables, to raise major gifts required within the scope of defined fund-raising needs.
- Initiate and cultivate relationships with an assigned pool of major gift prospects and donors, engaging in a highly active level of planned cultivation and solicitation to assure achievement of major gift fund-raising goals.
- Qualify and disqualify new major gift prospects.
- Design specific strategies for the cultivation and solicitation of major gift prospects; prepare and compile applicable presentations and written proposals.
- Work with appropriate University staff to assure effective coordination of activities.
- Facilitate the implementation of cultivation and stewardship plans working with other key areas of advancement and the colleges.
- Support the President, Deans, program directors, and relevant faculty in major gift related development activities.
- Meet monthly and annual metrics and fundraising goals.
- Work closely with the EDMG and Associate Vice President for Advancement Operations to assure the development of relationships with major gift prospects and donors that will maximize their giving potential over time.
- Incorporate moves management in all activity with prospects, ensuring the complete and timely recording of information for prospects through appropriate documentation in the form of contact reports and strategy statements within the Raiser's Edge database.
- Support the activities of Alumni Relations collaborating on the engagement of major gift prospects within the University.
- Coordinate special activities and "mini campaigns" with Deans and others involving appropriate constituents, when deemed necessary and appropriate.
- Provide timely and accurate reports of major gift activity and results to the EDMG.
- Perform other duties as assigned.



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QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Depending on level hired, two to five years as a major gifts officer, with demonstrable success in securing five and six-figure gifts. Thorough knowledge of development principles and moves management with experience in face-to-face fund raising, preferably within a higher education or comparably complex non-profit environment.
- Experience demonstrating strong interpersonal skills in establishing and maintaining internal and external relationships, including demonstrated ability to cultivate, develop and steward client/donor relationships
- Bachelor's degree. Graduate degree is a plus.
- Excellent written and verbal communications skills, including understanding of proposal development and writing.
- Excellent time management skills, ability to prioritize and problem solve while executing multiple tasks, meet deadlines, and work in a fast-paced environment.
- Demonstrated initiative and creativity.
- Strong interpersonal skills.
- A level of professional maturity, judgment, and decisiveness to motivate and be a leader among colleagues and to inspire confidence among donor prospects.
- Working knowledge of relevant basic regulations and laws pertaining to philanthropy.
- Familiarity with fund-raising software programs, experience with Raisers Edge preferred.

University of New Haven Diversity, Equity, Inclusion, and Belonging Vision

The University of New Haven is an Equal Opportunity Employer and a diverse institution which celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.

HOW TO APPLY:

If you have the qualifications we are looking for and are interested in working for an institution where the experience of learning is both personal and pragmatic and one that is guided by a distinguished faculty who care deeply about individual student success, we want to hear from you! Please submit a cover letter, resume, and three references, all of which will remain confidential, through this link: [Director of Development/Major Gift Officer](#)

If you have any issues with this submittal, please contact us at HRDept@newhaven.edu.