BASIC FUNCTION AND RESPONSIBILITY:

Plan coordinate and execute comprehensive fund raising efforts for Eastern Washington University at the Major Gift level of $10,000 and above. Identify priority goals for the university, assigned focus area and work with the Provost and Deans to articulate these initiatives with donors. Work with areas of annual giving, planned giving, and athletics. Write and present proposals that best reflect the interests of the donor. This work primarily includes individuals with limited interaction with corporations and foundations. Participate as directed in the recognition and stewardship programs as gifts are received.

DUTIES AND RESPONSIBILITIES:

Initiate and coordinate major giving efforts for University priorities.

With assistance of prospect research personnel, prioritize prospective donors to the university.

Though the Moves Management approach, work with a donor pool of 125-175 prospects on an annual basis.

Match interests of donors with areas of University or College/Division priority.

Work with centralized areas for support with other opportunities through annual giving, planned giving, and athletics.

Travel to meet constituents will be expected.

Develop a familiarity with programs across the university as well as an expertise in concentrated assigned areas.

Meet on a regular basis with the Deans and Department Chairs of those concentrated assigned areas. Become a spokesperson for those programs.

Involve and work with University President, Vice President for Advancement, Deans and/or Department Chairs in solicitation of major gifts as appropriate.

Complete 204 face-to-face prospect visits per year.

Present major gift proposals for support.

Assist as directed with donor recognition and stewardship commensurate with donation.

Attend regular prospect management meetings and other advancement activities in order to further the success of University Advancement team.

Perform other duties as assigned.