



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Principal Gift Officer
Department:	Institutional Advancement
Reports To:	Vice President

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Reporting to the Vice President and working in close coordination with partners across Clark Atlanta University (CAU), the principal gifts officer is responsible for building relationships with and the securing of high six, seven, and eight-figure gifts from individuals and entities in support of the university's priorities. The principal gifts officer will identify and engage new, highly philanthropic prospects who are unaffiliated CAU as well. The officer will pursue growth of this portfolio by collaborating with CAU's leadership, stakeholders, faculty, and staff and activating CAU's network of committed alumni, parents and friends to engage donors in the goals of the University. The principal gifts officer will have important responsibilities for managing philanthropic relationships with affluent alumni and other prospects.

Examples of Duties and Responsibilities:

- Professional credibility, intellectual depth, maturity, and collaborative skills to lead others by influence.
- Identify high net worth individuals and development engagement and solicitation strategy.
- Identify corporations, organizations and foundations that have the capacity to make a "principal gift" level contribution; develop associated engagement and solicitation strategy
- Collaborate with university leadership and stakeholders on the generation of a "principal gift" level investment proposals and solicitation

Knowledge, Skills and Abilities:

- Creative and entrepreneurial outlook with a strong intellectual curiosity.
- Ability to adapt to changing circumstances in a complex environment.
- Ability to present complex funding opportunities to prospective donors in person and in writing.

Minimum Hiring Standards:

Education	<ul style="list-style-type: none">• Bachelor's degree in a relevant field with five to seven years of experience in fundraising or preferably in higher education or equivalent combination of education and experience.
Years of Experience	<ul style="list-style-type: none">• Minimum 5-7 years of experience in major donor and gift solicitation, or an equivalent combination of related experience.• Experience in a higher education environment, having participated in a comprehensive campaign.• Demonstrated proficiency in Microsoft Word and Excel.• Demonstrated proficiency with Raisers Edge and Banner, or related systems.• Demonstrated experience in a position that required leadership skills.• Demonstrated experience in a position that required exceptional written, speaking and listening skills.• Proven and demonstrated ability to cultivate, solicit, and steward major gifts of \$100,000 and above.• Experience with Raiser's Edge and Financial Edge fundraising and financial software.• Experience in a sales environment.• Knowledge of planned giving techniques and vehicles.
Years of Management/Supervisor Experience	3 to 5 years a plus

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