

MIT Position Description

Job Title: Principal Gift Officer 3	Position Title: Director, Philanthropic Initiatives, (Asia)
Reports to: Director, Principal Gifts	% Effort or Wkly Hrs: 100%
Department: Office of External Resources, MIT Sloan	

Position Overview:

The Director, Philanthropic Initiatives, will have dual responsibility for building relationships with some the school's and Institute's most affluent prospects in the Asian and ASEAN regions; and for building a portfolio of new principal giving prospects to cultivate unaffiliated high net worth individuals. The Director will focus on securing funding at the major (\$250,000+) and principal gift level (\$5M+) for MIT Sloan School and institutional initiatives of the highest value and priority to MIT; manage a portfolio of high-net-worth individuals through the identification, qualification, cultivation, solicitation, and stewardship cycles; forge relationships with a diverse population of prospects that will help realize seven-, eight-, and nine-figure solicitations and commitments; travel to meet prospects, often in tandem with the Dean, and other senior officers of the Institute; determine the priority and impact that donors want to fund, develop talking points and scripts, assessments of potential support, briefings for the Dean and senior officers, and advise stewardship reporting for all assigned prospects; and, ensure that all interested parties and stakeholders are involved in key efforts focused on specific prospects.

In addition, the Director will play a key role as liaison to specific initiatives and the Development team by identifying and refining giving opportunities, attending board meetings, and sharing initiative updates at team meetings. They will develop prospect pipelines and attend board meetings as appropriate.

Principal Duties and Responsibilities (Essential Functions):**

Fundraising (85%)

- Qualifies, cultivates, solicits and stewards a robust portfolio of high capacity leadership gift prospects and donors
- Provides leadership on the strategy for closing principal gifts in her/his/their regions
- Accomplishes an annual target of prospect visits per year and delivers success on other prospect management metrics such as prospect identification and pipeline progression with a goal of securing gifts of \$500,000 - \$20M+ annually.
- Significantly contributes to the overall solicitation/revenue goals of the Office of External Relations, in both number and size of gifts, including securing lead Sloan Annual Fund support
- Arranges for prospect visits to campus and on the road including Deans, MIT/Sloan staff, faculty, and volunteers when appropriate
- Develops fiscal year strategic plans for her/his/their own portfolio and methods to meet goals
- Understands and communicates impact by Sloan in the specified territory
- Creates and maintains systems that facilitate effective communication, including the delivery of preparation materials and reliable follow up, to prospects and donors
- In consultation with the Director, Principal Gifts, set a target for number of solicitations per year, with the goals of achieving a progressive annual revenue target as the portfolio is cultivated
- Communicates effectively with Director, Principal Gifts, on fundraising progress and pipeline, providing forecasting and context, and advising on areas for growth
- Work with peer fundraisers across MIT to leverage their prospect pools and work in concert with them to increase greater and sometimes bundled gifts to MIT Sloan

Strategic Initiatives – 15%

- Work with specific initiatives to identify and refine giving opportunities and review prospect pipelines
- Articulate giving opportunities to fundraisers and share initiative updates and highlights at team meetings
- Attend board meetings.

Other duties as assigned.

Supervision Received:

The Director, Philanthropic Initiatives will report to the Director, Principal Gifts

Supervision Exercised:

No direct reports

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- A bachelor's degree
- Minimum ten years of direct fund-raising experience at the major or principal gifts level
- Demonstrated experience building and managing \$1M+ gift conversations and commitments,
- Proven ability to develop and negotiate complex relationships and proposals
- Experience in Asia and the ASEAN region, knowledge of business culture in regions
- Superior interpersonal skills, including the ability to establish and maintain effective working relationships with senior officers, faculty and volunteers
- Working knowledge of planned giving, financial and or estate planning concepts
- Proven skill in independent planning and efficient utilization of time and resources
- Excellent verbal and written communication skills
- Strong desire and drive for learning
- Ability to apply original thinking, expertise, and professional experience to develop new ideas and approaches

PREFERRED EDUCATION AND EXPERIENCE:

- Advanced degree preferred
- Experience working in higher education
- Knowledge of fundraising databases such as Advance is highly desirable
- Some proficiency in Chinese language, Thai language is beneficial

COMPETENCIES: COMMUNICATE; COLLABORATE; ENGAGE; MANAGE; LEAD

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*