MIT Position Description

Job Title: Development Officer 1	**Position Title:** Individual Giving Officer Boston and Asia
Reports to: Managing Director, Development	**% Effort or Wkly Hrs:** 100%
Department: Office of External Relations	**Grade 8**

Hiring pay range: $83,600 - $106,420

Position Overview:

The Individual Giving Officer is a key member of the Leadership Giving team, bridging the Leadership Giving and Annual Giving teams in OER. This person will hold a portfolio of 120-150 major gift prospects with the capacity to give at the $100K-$1M level and will be responsible for heavy qualification work as well as cultivation and solicitation goals (determined annually). Additionally, this person will solicit every prospect in their portfolio for Dean's Circle level annual fund gifts of $2,500+, with a particular focus on $10K+ donors. The role is designed to strengthen the major gift pipeline by qualifying new prospects, advancing relationships toward giving, and identifying prospects ready for larger or more complex gift opportunities.

This gift officer would be focused on prospects and donors residing in the greater Boston area and Asia. Role eligible for hybrid schedule that aligns with Office of External Relations and Sloan guidelines.

Principal Duties and Responsibilities

Fundraising and Administrative Portfolio Management – 100%:

- Identify, qualify, cultivate, and solicit donors and prospective donors who have the capacity to make a major gift of $100K-$1M and solicit 100% of portfolio for Dean's Circle annual fund gifts of $2,500+;
- Contact 100% of portfolio annually;
- Recognize that personal interaction is a key component in building the school's relationship with prospects and the donor pipeline and therefore work to plan and execute a total of 120 substantive prospect and donor visits (in person or via Zoom) per year;
- Travel for in-person meetings with prospective donors as appropriate;
- Develop knowledge of the assigned region (Boston and Asia), including its prospect pipeline, alumni and donor landscape, and opportunities for engagement, and contribute to regional fundraising strategy;
- Manage a portfolio of approximately 120-150 prospects;
- Move qualified prospects through appropriate stages; develop clear next steps; close gifts and commitments; release prospects when appropriate; and identify prospects ready for larger or more complex gift conversations;
- Identify and qualify new prospects in major and minor markets, maintain an active qualification pipeline, and make timely decisions to qualify, continue cultivating, or release prospects;
- Build successful fundraising strategies by creating individualized cultivation and solicitation plans;
- Work collaboratively with the Annual Giving team to share outreach and solicitation strategies, and partner with and support Donor Experience Officers;
- Help create a clear pathway from Annual Giving outreach to qualification, relationship management, and major gift development, with particular attention to developing $10K+ annual donors toward major gifts;
- Articulate the mission, culture, academic programs, and strategic priorities of the school and Institute;

- Arrange for prospects to meet with appropriate MIT faculty and staff; help plan and execute cultivation events in conjunction with event planning staff;
- Maintain strong communications links with various staff and colleagues across MIT (including Annual Fund, Alumni Experience, MIT Resource Development) to ensure a coordinated approach to prospect strategy;
- Coordinate prospect activity with appropriate OER and MIT partners to support clear strategy, ownership, and consistent donor engagement;
- Work collaboratively with donor relations team and initiative leaders to maintain a strong stewardship strategy for portfolio donors;
- Complete timely and constructive contact reports from meetings and deliver timely and effective follow-up to prospects and donors; keep on top of fundraising administrative tasks, including strategy notes and tasks, to maintain clean and timely data hygiene;
- In consultation with the Associate Director of Leadership Giving, set a target for the number of major gift solicitations per year, with the goal of achieving a progressive annual revenue target as the portfolio is cultivated.
- Participate in coaching, training, and collaboration with experienced colleagues to build fundraising skills and progressively take on larger or more complex opportunities.

Other role-related duties as required.

Supervision Received: The position reports to the Managing Director, Development

Supervision Exercised: None. The position works with an Administrative Assistant who provides support but who is managed by the Associate Director of Development Operations.

Qualifications & Skills:

Required

- Bachelor's degree;
- Minimum 2 years of experience in a related advancement field,
- Experience in sales, or fundraising role;
- Minimum 2 years cultivating, soliciting, and stewarding $10K-$100K gifts;
- Some experience calling and/or meeting with 10+ donors per month;
- Some portfolio management experience with high net worth prospects;
- Some familiarity with fundraising management software, such as Advance, Salesforce, or Raisers Edge;
- Demonstrated capacity to work effectively with potentially large benefactors, including excellent communication and presentation skills.

Preferred

- Knowledge of and experience with donor experience officer role; experience with SalesLoft or other outreach cadence software/program;
- Superior judgment, diplomacy, discretion, and interpersonal skills including the ability to interact with high-profile individuals comfortably and appropriately;
- An appreciation for fundraising as long-term relationship building;
- An ability to become familiar with and successfully articulate MIT Sloan's mission, culture, academic programs, departmental objectives/priorities, and funding opportunities;
- An ability to work independently and collaboratively as a part of a team;

- Demonstrated interest in professional growth, receptiveness to coaching, and ability to apply feedback to increasingly complex fundraising work;
- Intellectual curiosity;
- Proven ability to maintain a positive attitude and be an active team member with a willingness to be flexible and take on new projects as they arise;
- Willingness to play an active role in the Office of External Relations community;
- Ability to work productively and efficiently from home with a longer-term remote work option negotiable.
- Experience in a higher education organization preferred.

Competencies:

Collaborate

- **Works towards team success** with humility, as both a member and a leader of formal and informal teams
- **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
- **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

Contribute

- **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
- **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
- **Is self-directed and proactive while advancing work and achieving results**

Engage

- **Acts with caring and a sense of community** while demonstrating genuine respect towards every person
- **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
- **Builds diversity and inclusion** by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive

*** 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.*