



MIT Position Description

Job Title: Development Officer 1	Position Title: Individual Giving Officer
Reports to: Director of Development	% Effort or Wkly Hrs: FT
Department: Office of External Relations	

Position Overview:

The Individual Giving Officer is a key member of the MIT Sloan Office of External Relations Leadership Giving team. This person will hold a portfolio of lead annual prospects (\$10k+) and major gift prospects (\$250k+) and will be responsible for cultivation and solicitation goals, determined annually.

Principal Duties and Responsibilities (Frontline fundraising – 100%):

- Identify, cultivate, and solicit donors and prospective donors who have the capacity to make lead annual gifts of \$10,000-\$100,000 and major gifts (for restricted purposes) of \$250,000-\$500,000;
- Manage a portfolio of approximately 200 prospects;
- Identify and qualify new prospects in major and minor markets and move these prospects through the donor engagement process; build successful fundraising strategies by creating individualized cultivation and solicitation plans;
- Express 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 solid communication links with various staff and colleagues across MIT (including Annual Giving, Alumni Experience, MIT Resource Development) to ensure a coordinated approach to prospect strategy;
- Work collaboratively with donor relations team and initiative leaders to maintain a steady stewardship strategy for portfolio donors;
- Complete timely and constructive contact reports from meetings and deliver timely and effective follow-up to prospects and donors;
- Recognize that personal interaction is a key component in building the school’s relationship with prospects and therefore work to plan and execute a total of 120 face-to-face (in person and via Zoom) visits per year;
- In consultation with the Director of Development, set a target for number of solicitations per year, with the goals of achieving a progressive annual revenue target as the portfolio is cultivated;
- Liaise with Leaders for Global Operations program office on strategy for dual-degree alumni.

Supervision Received:

The position reports to the Director of Development and receives minimal supervision of duties.

Supervision Exercised:

None. The position works with an Administrative Assistant who provides administrative support for the Individual Giving Officer but who is managed by the Assistant Director of Development Operations.



Qualifications & Skills:

Required

- Bachelor's degree;
- Minimum 2 years experience in a related advancement field;
- Some familiarity with fundraising management software, such as Advance, Salesforce, or Raisers Edge;
- Demonstrated capacity to work effectively with potentially large benefactors, including solid communication and presentation skills;
- Some evenings and weekends required for prospect meetings and events.

Preferred

- Excellent 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 communicate 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;
- Intellectual curiosity;
- Established 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.

Sloan 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
- **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.*