



MIT Position Description

Job Title: Major Gift Officer 3	Position Title: Senior International Leadership Giving Officer
Reports to: Executive Director of Development	% Effort or Wkly Hrs: 100%
Department: Office of External Resources, MIT Sloan	
Date: June, 2019	

Position Overview:

The Senior International Giving Officer will have responsibility for developing and maintaining a portfolio of major gift prospects with alumni and friends who work and reside in Latin America and Asia. The Senior International Leadership Giving Officer will focus on securing funding at the major gift level \$250k+, for the highest value and priority to MIT Sloan; manage a portfolio of 1.0—4.0 rated individuals through the identification, qualification, cultivation, solicitation, and stewardship cycles; forge relationships with a diverse population of prospects that will help realize six- and seven-figure solicitations; travel to meet prospects, sometimes with senior officers of the School and the Institute; determine the priority and impact that donors want to fund, maintain a portfolio of leadership annual giving donors, 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.

Principal Duties and Responsibilities (Essential Functions):**

- Play a substantial role in outlining and modeling execution of best international fundraising practices for Sloan;
- Consult with the Executive Director of Development on regional strategies;
- Participate (sometimes in concert with others) in major gift solicitations from prospective donors who have the capacity to make financial commitments of \$250,000+;
- Manage leadership annual giving (\$25,000+) conversations with donors in the region;
- Plan, implement, and direct activities associated with moving international prospects forward on the giving pipeline continuum;
- Understand, communicate with, and effectively interact with people across cultures;
- Continually learn about disparate legal systems and accounting practices that distinguish international from local or national philanthropy;
- Maintain an appropriate awareness of international politics, cultural and religious traditions;
- Interact appropriately with high net worth individuals and corporate leaders;
- Build and manage a network of positive relationships with Sloan staff, administrators, and faculty;
- Evaluate various Sloan gift opportunities and giving vehicles and recommend the most suitable for a particular donor;
- Facilitate interaction between prospects and senior administrators and faculty;
- Consult with internal Development staff to learn about the School needs and initiatives and to formulate strategies that engage prospects;
- Assist with the strategy for and creation of written communications from the Dean appropriate to a donor's interest;



- Travel extensively throughout an international territory, commensurate with Sloan's standard expectations for fundraising activity, contact and travel;
- Help to plan and execute cultivation events in conjunction with event planning staff and maintain strong communications links with various gift staffs to ensure a coordinated approach;
- Manage a portfolio of executive board members, major and lead annual gift prospects; determining creative cultivation and solicitation strategies;
- Identify leadership opportunities for prospects and donors to advance engagement with the school
- Complete contact reports and deliver timely and effective follow-up to prospects and donors, and work collaboratively to maintain a strong stewardship strategy for portfolio donors; and
- In consultation with the Executive 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.

Supervision Received:

The Senior International Leadership Giving Officer will report to the Executive Director of Development

Supervision Exercised:

No direct reports

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- A bachelor's degree
- Minimum 5 years of direct fund-raising experience
- Demonstrated experience securing \$1M+ commitments, including proven ability to develop and negotiate complex relationships and proposals
- 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
- Must be able to travel internationally approximately 33% of the time and have the flexibility necessary to work night and weekend events.

PREFERRED EDUCATION AND EXPERIENCE:

- Advanced degree preferred
- Experience working in higher education
- Knowledge of fundraising databases such as Advance is highly desirable

** 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.