

Position Information

UW SYSTEM OFFICIAL TITLE: Gifts Officer I

POSTING DATE: July 20, 2023

Essential Job Functions

The UW-Green Bay Advancement team invites you to join them in their continuing success in transforming the University through philanthropic investments contributed by passionate donors. The University's access mission is critical to raising the college attainment rate thus boosting the regional economy. Joining the team as a gifts officer with primary responsibility for furthering the scope of the College of Arts, Humanities, and Social Sciences, the College of Health, Education and Social Welfare, College of Science, Engineering, and Technology and the Cofrin Center for Biodiversity. This leadership position offers you the opportunity to make a meaningful impact on students who seek higher education to be the best they can be. The Advancement team had its most successful year ever in 2022, securing over \$13 million in gift commitments.

The Gifts Officer identifies and cultivates relationships with donor prospects, develops and implements fundraising plans, and works collaboratively with college Deans to further the mission of the University. In coordination with the Deans, you'll develop and actively manage a portfolio of assigned donors and prospects for major gifts (\$25,000+) and planned gifts (bequest commitments, charitable trusts, etc.); prepare a fundraising moves management strategy for each assigned donor and prospect; and meet in-person with these alumni, friends, businesses, and foundations, and communicate with them regularly throughout the year.

This is an outstanding opportunity to distinguish yourself, refine key skillsets, and build a network of power relationships. Professional development opportunities are accessible through the Education Advisory Board (EAB). Travel to engage alumni is encouraged.

What You'll Do

This position includes the following responsibilities:

- Meet or exceed annual performance goals and expectations, including: Number of personal visits; number of gifts solicited and received; dollar amounts solicited and received; number of new major-gift prospects visited and qualified.
- Serves as a unit liaison to other corporate and foundation relations organizations and staff, provides information and represents the interests of the institution.
- Develops and updates prospect portfolios, evaluates existing strategy and recommends improvements to leadership.
- Develops and delivers targeted large gift fundraising and communication programs and materials specific to large gift contributions in alignment with strategic initiatives.
- Identifies, promotes, and maintains donor relationships and identifies solicitation opportunities specifically designed for the generation of gifts to reach program funding goals.

Qualifications

MINIMUM QUALIFICATIONS:

- Bachelor's degree at time of application
- 3 years experience in development, donor relations, or equivalent sales experience
- Working knowledge of desktop hardware and standard business software programs (e.g. word processing, spreadsheets, database) and the Internet
- Knowledge of charitable giving options

PREFERRED QUALIFICATIONS:

- Master's degree
- Raiser's Edge database experience

The Successful Candidate

The successful candidate will be expected to work inclusively and respectfully within a diverse campus community and practice civility in the workplace. The University welcomes applicants who are dedicated to the appreciation and promotion of inclusivity and equity as crucial components in the pursuit of organizational excellence.

In addition, the successful candidate will have strong oral, written, presentation, interpersonal, and organizational skills, demonstrated integrity and strong leadership, and the willingness to work independently and as part of a collaborative team. The University invites applicants who are dedicated to enriching the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural, and economic resource.

Conditions of Appointment

Position is a full-time Academic Staff appointment with standard work hours of Monday through Friday, 7:45 a.m. to 4:30 p.m. Official transcripts of the highest degree achieved will be required of finalist(s). A criminal conviction investigation will be conducted on the finalist(s). In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.

All final candidates must be asked, prior to hire, whether they have been found to have engaged in, are currently under investigation for, or left employment during an active investigation in which they were accused of sexual violence or sexual harassment. When obtaining employment reference checks, these same sexual violence or sexual harassment questions must also be asked.

The University of Wisconsin-Green Bay does not offer H-1B or other work authorization visa sponsorship for this position. Candidates must be legally authorized to work in the United States at the time of hire and maintain work authorization throughout the employment term. If you have questions regarding this, please contact Human Resources.

Compensation and Benefits

Salary of \$90,000.

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Benefit Details

The UW System provides an excellent benefits package to meet the diverse needs of its employees. This includes several health insurance options, with annual deductibles as low as \$250/individual and \$500/family. Our benefits package also includes dental, vision, several life insurance options, AD&D and Accident insurance and Flexible Spending and Health Savings Accounts. We participate in the Wisconsin Retirement System (WRS), where employer contributions begin immediately and employees are fully vested after 5 years of service. The UW System also provides supplemental retirement savings programs including a 403(b) and Deferred Compensation.

In addition, employees receive several types of paid leave benefits, which are prorated for employees working less than 100%. This includes 9 legal holidays, 36 hours of personal holiday and between 96-130 hours of sick leave annually. Employees earn 13-27 days of vacation each year, depending on years of service and employment type.

For more details, please review the benefit quick guide linked below.

- [UW System Employee Benefits Brochure](#)
- [Faculty, Academic Staff, and Limited Quick Guide](#)
- [Total Compensation Estimator](#)

Apply

STEP 1: Please select the applicable link below:

[External Applicants](#): (NOT currently employed by the University of Wisconsin System)

[Internal Applicants](#): (Currently employed by the University of Wisconsin System)

STEP 2: From "Search Jobs" screen,

- Click "**View All Jobs**"
- Select "**Gifts Officer (2 Vacancies)**"
 - You must login before you can apply. Input your "**User Name**" and "**Password**" and select "**Sign In.**"
 - If you have not yet registered, click "**Register Now**" to begin the registration process.

STEP 3: Submit application materials:

Please be sure to complete all required fields, and include all required documents before submitting your application. Once submitted, you will not be able to edit or attach any

application materials. Files must be complete to be considered. Please include the following documents:

- Cover letter specifically addressing qualifications for the essential job functions
- Resume
- Names and contact information for three references

You must select "Submit" to forward your application materials to the search committee.

If you have any questions, need accommodations, or submitted your application with missing materials, call or email:

Nora Langolf

Phone: (920) 465-2172

Email: langolfn@uwgb.edu

Application Deadline

To ensure consideration, please submit application materials by **August 13, 2023**.