



Associate Director of Major Gifts

Job Summary

An outstanding opportunity to serve as both an internal and external advisor, the Associate Director of Major Gifts will engage donors directly through personalized communications and outreach that deepens their relationships with the university. This position, an integral part of Western Michigan University's advancement efforts, offers the opportunity to apply creative and critical thinking skills to build support for and access to education. This position has built-in growth and promotion opportunities.

A fantastic opportunity to join a growing advancement and fundraising team!

Major Duties

- Develops and promotes relationship strategies for major gift prospects in assigned portfolio.
- Assists in identifying potential major gift prospects, including determining the interest and affiliation with the University.
- Builds relationships with donors and assists in coordinating strategies and personal visits for the involvement of institutional partners.
- Assists in writing major gift proposals and agreements.
- Stewards and grows a portfolio of key donors; builds sustainable relationships through individualized engagement and personal visits.

Desired Qualifications

- Three years in fundraising or related field with knowledge of fundraising, donor and public relations, including principles, concepts, techniques and best practices.
- Ability to maintain high levels of productivity and collegiality among a diverse workforce at a very high standard.
- Highly developed interpersonal, oral and written communication skills for a wide range of audiences both internal and external to the university.
- Originality, creativity, demonstrated professionalism, and strong self-motivation.

Opportunity

Western Michigan University is redefining success as it expands what it means to be smart in an ever-changing world. WMU prepares students from around the globe for a life well lived by helping them to pursue, thrive, and prosper so they can make a meaningful impact on society. Founded in 1903, WMU has undergone dramatic growth in size and stature during its nearly 120 years of service. Most recently, WMU saw first-year enrollment increase by 25% over previous years.



Through the establishment of the largest gift to a public University in 2021, The Empowering Futures Gift, WMU further embraces the University's mission, "So that all may learn." This generous gift of \$550M provides the University with the ability to rethink and redefine the meaning of access at WMU, while providing the genesis of real actions to remove the barriers to students working to complete their degrees and change their lives through education.

Pay is commensurate with qualifications and experience, combined with an excellent benefits package including an extraordinary 9% contribution to your 403(B)-retirement account and an additional up to 2% match. Position is Grade H. Expected Salary is \$80,064 - \$95,000.

Apply at <https://www.wmujobs.org/postings/2277>

Open until filled, for highest consideration please apply before May 3.