**Job Title:** Associate Director, Major Gifts  
**Travel Required:** Extensive Travel  
**Department/Location:** Advancement/Major Gifts  
**Position Type:** Full Time Exempt

## Job Description

**Job Purpose:** Front line fundraiser managing donors and prospects with particular emphasis on gifts at the $100k+ level. Leads the development of strategies for top prospects and donors. Reports to the Sr. Director, Major Gifts.

**Duties include, but are not limited to:**

- Build and manage a portfolio of prospects and donors with a capacity and affinity to give $100K or more
- In concert with development staff, key university advancement members and campus partners, initiate, develop, propose and implement strategies for solicitation of major gifts, including: prospect identification, evaluation, cultivation, solicitation, and stewardship
- Achieve agreed upon annual goals for face-to-face visits, proposals, and gift revenue
- Travel locally and nationally to visit prospective donors and give presentations regarding the benefits of supporting Colorado School of Mines through CSM Foundation
- Prepare briefing notes for cultivation, solicitation and stewardship meetings for Sr. Director, Major Gifts and Associate Vice President, University Advancement as well as the President & COO of the Foundation and the school president and academic partners
- Build relationships with necessary academic partners to achieve goals
- Attend and participate in the development team meetings, school and Alumni Association events and campaign meetings as well as other activities as assigned and appropriate
- Update and maintain donor and prospect information in the Advance database system, and utilize system tools to strategically manage a portfolio of major gifts prospects
- Contribute to team efforts by accomplishing related tasks and special projects as requested

## Skills/Qualifications:

- Bachelor’s degree in related field from an accredited college or university
- Knowledge of fundraising strategy and tactics gained through a minimum of four (4) to five (5) years direct experience
- Experience in fundraising large value gifts and relationship building with individuals, preferably in a university setting. Prior experience in identifying and cultivating donors to create a prospect pipeline.
- Proficiency with Microsoft Office Suite and ability to navigate through computer database systems and software
- Experience in building relationships internally and externally with donors and strategic partners
- Excellent customer service skills; anticipates customers’ needs and responds with creative solutions
- Excellent written and verbal communication skills; communicates effectively and convincingly
- High organizational skills with strong attention to detail
- Ability to analyze problems using logic and initiative to reach solutions and make sound decisions
- Project management experience: Plan, design, and carry out projects/ tasks meeting well-defined objectives and deadlines
- Proven experience in providing new ideas or approaches
- Ability to travel and work outside normal business hours
- Embody the values of CSMF: mutual support, integrity, respect, service
Qualified candidates should submit a letter, resume and three professional references to CSM Foundation, Human Resources, PO Box 4005, Golden, CO 80402 or submit via e-mail to foundationjobs@mines.edu.

Colorado School of Mines Foundation, Inc. is committed to operating fair and unbiased recruitment procedures allowing all applicants an equal opportunity for employment, free from discrimination on the basis of religion, race, sex, age, sexual orientation, disability, color, ethnic or national origin or any other classification as may be protected by applicable law. We aim to recruit the right people for the jobs we have to offer, and to assess applications on the basis of relevant skills, education and experience.