



Position Title: Associate Vice President for Development
Reports To: President
Department: Institutional Advancement
Classification: Full-time, Salary Exempt, 12 months, Benefits Eligible

LeMoyne-Owen College is a four-year liberal arts college that provides a transformative experience for students with a goal of preparing them for future professional endeavors. We are a launching pad for success, no matter where a scholar is on their academic journey. The campus is located within the urban center of Memphis, Tennessee yielding a rich cultural vibrancy to our institution. We are situated in the heart of the historic Soulsville district where legendary artists once recorded soul classics at Stax Records. Notably, we are also Memphis' only historically black college with a history dating back to 1862 from where leadership of Memphis has emerged.

POSITION OVERVIEW

Identify prospects and their interest in supporting LOC and President. Develop and maintain relationships with donors and potential donors and encourage their continued support. Participate in the Moves Management process for non-profit fundraising.

DUTIES AND RESPONSIBILITIES

- Manage the college's planned giving program, including membership and special events
- Participate in all aspects of the gift cycle by initiating contacts with potential leadership and major gift donors and developing appropriate cultivation strategies including working with volunteers
- Move potential donors in an appropriate and timely fashion toward solicitation and closure
- Make solicitations as appropriate
- Maintain stewardship contacts with donors and prepare for new solicitations
- Using the Moves Management process producing new major gift prospects
- Works collaboratively with and in support of volunteers, other development and advancement staff, and other College representatives to cultivate and solicit donors for college-wide priorities
- Focus on securing support for a set of campus-wide priorities that include academic programs such as the sciences, endowed chairs, scholarships, unrestricted support, facility renovations, new facilities, and campus improvements
- Recommends and assists with programming involving the president, other vice presidents, and campaign volunteer leaders
- Responsible for soliciting gifts of \$10,000 and higher
- Manage relationships with approximately 100 major donors and will be expected to identify, cultivate, solicit and steward these very important friends of the college

MINIMUM QUALIFICATIONS

- Bachelor's Degree; Masters preferred
- Five to seven years successful experience in major or planned gift fundraising preferably in higher education
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the college
- Interest in all aspects of education and a dedication to promoting the college's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, trustees, volunteers, and the advancement team
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- Excellent communication skills

WORKING CONDITIONS AND PHYSICAL EFFORTS

While performing the duties of this job, the employee is regularly required to sit, use hands, to talk, and to hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line:

- Cover Letter stating your fundraising philosophy and how this position aligns with your future career goals
- Resume or Curriculum Vitae
- Unofficial Transcript of highest educational level completed
- 5 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Phone Calls Please