

## St. Norbert College Job Description

<b>Job Title:</b>	Philanthropic Advisor	<b>Reports To:</b>	Associate VP of Philanthropy		
<b>Position Number:</b>	000555	<b>Grade:</b>	K	<b>FTE:</b>	1.00
<b>Division:</b>	College Advancement	<b>Date:</b>	9/1/22		
<b>Department:</b>	Philanthropy	<b>FLSA Status:</b>	Exempt - Administrative		

### General Job Summary

This is a major gift (>\$25,000) fundraising position. A person in this role is expected to build relationships and generate financial support from alumni, friends and parents for St. Norbert College.

<b>Duties and Responsibilities</b>		<b>Estimated % of Time</b>
1.	Build and manage a portfolio of donors capable of investing philanthropic gifts of \$25,000 and more in St. Norbert College. As a trusted fundraising partner, contact and meet with prospective philanthropic donors to determine their capacity for giving, discover passions, and secure resources aligned with college priorities. Cultivate relationships for the purpose of developing and implementing strategies for the solicitation of gifts. Ask for gifts personally, sometimes as part of a team. Communicate information needed in a clear and timely manner with donors who are inspired to philanthropically support St. Norbert College. Manage progress toward a mutually-decided number of visits, qualifications, solicitations, commitments, and dollars raised during each fiscal year.	65%
2.	Independently design, analyze and execute strategies to solicit funds from individuals. As necessary, work collaboratively with leadership, faculty, philanthropy colleagues, college staff, volunteers and/or alumni in researching potential prospects and preparing and presenting gift proposals and stewardship.	20%
3.	Document results of all substantive contacts with prospective donors for records, review and critique.	10%
4.	Participate in Development meetings, events and training.	5%
Perform additional duties as assigned and attend College required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the College or governmental authority.		

### Formal Supervision Exercised Over (Includes Functional):

None

### Functional Supervision Exercised Over:

None

### Required Minimum Qualifications

## Education

- Bachelor's Degree

## Experience and Credentials

- At least 4 years experience in areas such as fundraising, sales, banking, finance, legal services, business development, public relations, or communications.
- Valid Driver's License required.
- Demonstrated experience working in and fostering a diverse campus environment or commitment to do so as an employee of St. Norbert College.

## Knowledge, Skills, and Abilities

- Knowledge of computer programs (Microsoft Office, Google Apps) and ability to learn upgrades and new programs as needed.
- Skilled in understanding expectations and knowing how to reach agreed upon timelines and targets.
- Acts independently with minimal supervision. Results oriented with ability to plan for action.
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- Skilled at developing effective strategies, identifying critical tasks and deliverables, and obtaining or organizing necessary resources and support to achieve objectives.
- Ability to work with others on design and implementation of tasks.
- Ability to lead by example and ability to learn from past performance and experiences.
- Possesses good interpersonal skills and be team oriented.
- Ability to align team objectives and priorities, secure commitment of others on the team to objectives to be achieved, and ensure appropriate linkages/partnerships are established and maintained.
- Skilled in forming partner relationships with leadership, development teammates, volunteers and alumni to create strategies based on in-depth knowledge of college needs and prospects interests.
- Skilled at establishing and maintaining good working relationships with internal and external customers by effectively communicating.
- Possess good interpersonal skills and be team oriented.
- Ability to travel about 35% of the time, often with overnight stays.

The College may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

## Equipment Used

Computer, phone, iPhone, iPad, calculator, printer/copier, and other general office equipment.

## Working Conditions

Regular office work hours are M – F, 8:00 am – 4:30 pm on campus with some early morning and evening appointments. This position is expected to work on campus on a regular basis and is eligible to participate in a Hybrid Work and Flexible Schedules. Approval of Flexible Work Arrangements are at the discretion of the department supervisor to ensure that the needs of the department and college are met. Frequent travel (35%), often overnight. Weekend events approximately 4 times/year.

## Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

Generally a sedentary position in a professional office environment. Lifting, carrying, pushing, and pulling no more than 25 lbs. Will need to move within the office and building with occasional meetings in other buildings on campus. Also will need to drive to appointments and be able to transport own luggage. air travel required.

**Note**

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Statement on Diversity, Equity and Inclusion**

St. Norbert College strives to be a community that is welcoming to all and affirms the sacred dignity of all by engaging in practices of inclusion. The college is committed to creating an environment that fosters learning and respect for diverse cultures, perspectives, and beliefs; the capacity to seek mutual understanding; and the ability to create a more compassionate global community.

The college supports educational experiences that challenge students, faculty, staff, and administrators to expand their awareness of factors that impede our appreciation of both the richness and complexity of diversity. Opportunities to confront, examine, and renegotiate our understanding of power, privilege and inequality as they are manifested in our society will be key to these endeavors.

<b>Supervisor Signature:</b>		<b>Date:</b>	
<b>Assistant VP of HR Signature:</b>	Heather Butterfield	<b>Date:</b>	9/1/22