Title: Senior Development Officer  
Department: Leadership Giving/Advancement  
Reports to: Director of Leadership Giving  
Date Prepared: October 23, 2019  
Job Level: PT-5  

Full Time X  

Pay Type: Weekly Monthly X Months Per Year: 12 Hours Per Week: 40  
(Summer Months) Months Per Year: Hours Per Week:  

1. Summary of Position:  

The Senior Development Officer is an integral member of the College’s Leadership Giving and Advancement staff. This fundraising professional will manage a portfolio of leadership-gift level Amherst alumni donors and prospective donors and be responsible for the design and implementation of their cultivation and solicitation strategies. The Senior Development Officer will travel frequently to engage these key members of the Amherst community in conversations leading to six and seven figure gifts. Reporting to the Senior Director of Leadership Giving, the Senior Development Officer will be an integral member of the College’s Leadership Giving team, which is comprised of fellow Senior Development Officers, Development Officers, Development Assistants, and Gift Planning, and Parent Giving.  

This individual will play a vital role in raising Leadership gifts in support of Amherst’s Promise campaign.  

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.  

2. Principal Duties and Responsibilities:  

95% Fundraising  
- Manage a portfolio of approximately 125 Amherst alumni donors and prospective donors.
• Responsibility for the design and implementation of their cultivation, solicitation, and stewardship strategies, which can include organizing small donor/prospect events, participating in and/or representing the college at major events, coordinating/involving senior college staff and alumni/parent volunteers.
• Frequent travel to engage these key members of the Amherst community.
• Closing six- and seven-figure gifts in support of Amherst’s established priorities.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Daily interaction with College constituents, including colleagues and donors, as well as occasional interaction with faculty, staff, and students.

4. Education: (include certifications and licenses)

Required: Bachelor’s Degree

5. Required Experience: (List specific skills necessary to perform this job)

• Minimum five years experience in development/advancement field or relevant experience in a related field.
• Proven success closing six-figure and above gifts or applicable and relevant experience in a related field.
• Demonstrated ability to cultivate and advance relationships strategically and proactively.
• An unassailable sense of judgment and integrity.
• Personal capacity to thrive in a fast-paced environment.
• Able to travel 35-50% of the time to different areas of the country.
• Strong organizational, interpersonal, and written and verbal communication skills.

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Visual – normal concentration; repetitive motions include hands, wrists, and fingers; lift, carry, push and pull 10 lbs.
7. Decision Making:

The Senior Development Officer organizes their own work-flow in accordance with the priorities of donor cultivation and solicitation and in consultation with the Senior Director of Leadership Giving.

8. Supervision Exercised/Received:

Reports to the Director of Leadership Giving. Minimal supervision received from supervisor.

Supervisory Responsibility:  Yes  No  X

Number of Employees Supervised: ____