

Major Gift Officer  
Laramie, WY, United States

*The University of Wyoming invites diverse applicants to consider our employment opportunities. We are also especially interested in candidates who have experience working with diverse populations and/or diverse initiatives.*

**JOB PURPOSE:**

This position shall serve as a senior development professional for the UW Foundation with a primary focus on securing major gifts (\$25,000+) in support of the University of Wyoming's Haub School of Environment and Natural Resources, the Biodiversity Institute and other environmental and natural resource programs on campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage a portfolio of 100-150 donors and donor prospects
- Qualify, cultivate, solicit and steward major gifts (\$25,000+) donors and donor prospects
- Be willing and able to travel a minimum of 30% of work schedule
- Develop high trust relationships with donors, donor prospects, UW alumni and friends
- Support the UW Haub School of Environment and Natural Resources, the Biodiversity Institute and other environmental programs in a comprehensive fundraising program with an emphasis on student, acuity and programmatic support
- Participate as a key team member in a centralized development structure and play a critical role in building a collaborative, team-oriented environment among University leadership, faculty and staff.
- Meet annual individual fundraising goals in addition to other activity goals – including face to face visits, substantive donor contacts, major and planned gift proposals
- Work closely with UW Foundation staff, Deans, Directors and faculty members in planning/identifying major gift fundraising initiatives and in securing major gifts in support of UW's mission
- Serve as the primary liaison between UW Foundation and the Haub School of Environment and Natural Resources, the Biodiversity Institute and other environmental programs.
- Participate in UW external relations events and activities as appropriate
- Artfully ask for the right gift, at the right time, in the right manner
- Actively participate in campus advisory board meetings and other college/unit activities
- Appropriately and proactively steward donors
- Align donor interests with UW programs and initiatives
- Actively engage with prospect and proposal management processes as guided by the Prospect Development team. Record and maintain accurate prospect information to promote appropriate discovery, cultivation, solicitation, and stewardship of major gift and planned gift donors
- Be familiar with and apply the Vision, Mission and Ideals of the UW Foundation in discharging the responsibilities of the position
- Regular, predictable attendance is required to perform the essential duties of this position
- Consistently maintain record of institutional knowledge through activity reports, prospect notes, and updated constituent data

**COMPETENCIES:**

- Successful relationship building techniques
- Effective oral communication
- Effective interpersonal communication
- Collaboration
- Project management
- Effective written communication
- Teamwork
- Resilience
- Negotiation
- Tenacity

**REMOTE WORK ELIGIBILITY:**

This position provides vital support to campus customers and requires the successful candidate be available to work on campus

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree or equivalent combination of education and experience in closely related field

**Experience:** 2 years progressively responsible work-related experience in a non-profit, fundraising, or similar capacity

**Other requirements:**

- Valid driver's license with a motor vehicle record (MVR) that is compliant with the [University Vehicle Use Policy](#).
- Ability to travel extensively

**DESIRED QUALIFICATIONS:**

- Experience with non-profits
- Experience in higher education
- Excellent Verbal communication skills
- Excellent Written communication skills
- Demonstrated background and/or passion for conservation, biodiversity and other forms of natural resource management
- Experience in successfully negotiating and securing major gifts (\$25K and larger)
- Proven communication skills with an ability to write and speak persuasively about the role of philanthropy in higher education

**REQUIRED MATERIALS:**

Complete the online application and upload the following for a complete application: cover letter, resume or C.V. and contact information for four work-related references.

**HIRING STATEMENT:**

UW is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please call 307-766-2377 or email [jobapps@uwyo.edu](mailto:jobapps@uwyo.edu).

**ABOUT LARAMIE:**

The University of Wyoming is located in Laramie, a town of 30,000 in the heart of the Rocky Mountain West. The state of Wyoming continues to invest in its university, helping to make it a leader in academics, research and outreach. The university has state-of-the-art facilities in many areas and the community provides the advantages of a major university.

Located in a high mountain valley near the Colorado border, Laramie offers both outstanding recreational opportunities and close proximity to Colorado's Front Range, a bustling group of metropolitan cities including Denver, Boulder, and Fort Collins. This beautiful mountain landscape offers outdoor enjoyment in all seasons, with over 300 days of sunshine annually. For more information about the region, please visit <http://visitolaramie.org/>