



OREGON COLLEGE OF ART AND CRAFT

Major Gifts Officer

August 2017

Position

The Major Gifts Officer is dedicated to the pursuit of annually renewable major gifts (\$10,000+), as well as planned and capital project gifts to support the programs of the College and student scholarships. The Major Gifts Officer position requires a close working relationship with the Communications Office and works directly with the President, Chief Advancement Officer, volunteers and members of the OCAC Board of Trustees to identify, cultivate and solicit donations. The Major Gifts Officer reports directly to the Chief Advancement Officer.

Duties and Responsibilities

- Design, manage and implement fundraising strategies in concert with the Chief Advancement Officer for the securing of planned gifts, major gifts, and capital project gifts.
- Identify new opportunities for donor cultivation and stewardship for donors at all levels.
- Present a welcome and dynamic face of the College to the external public in the vibrant and dynamic promotion of the College's programs.
- Act as a liaison for the College in the community including attending art openings, public gatherings and private events.
- Maintain communication with local and national philanthropists and foundations and identify new and existing target audiences for support of, and interest in, the College's programming with a particular focus on gifts to support capital projects and the endowment of scholarships.
- Launch and promote the Julia Hoffman Legacy Society for the recognition of individuals who have made planned gifts, endowment gifts or significant lifetime giving to the College.
- Facilitate and manage the work of the Major Gifts Committee.
- Assume other duties as assigned.

Experience and Qualifications

- 5-7 years development and fundraising experience and with strong record of achievement, including proven track record of securing gifts of \$100,000 and above.
- Strong record of donor cultivation at all levels of giving.
- Knowledge of local, regional and national corporate and foundation funding entities.
- Excellent verbal and written communication skills.
- Excellent computer skills including proficiency in databases, particularly Raisers' Edge; Microsoft Office programs (Word, Excel, PowerPoint); and experience with email marketing services and social media.
- Knowledge of higher education and visual art preferred.

Application Information

To apply, submit a current resume, letter of interest, and list of three references to careers@ocac.edu Attn: Major Gifts Officer. Review of applications begins immediately and continues until position is filled.

About Oregon College of Art and Craft

Oregon College of Art and Craft (OCAC) has earned a reputation as a leading college of art and craft. Known for its exceptional faculty of artists and makers, the uniquely small, mentor-based community is comprised of approximately 180 students who pursue full-time bachelor's or master's degree programs, in addition to the 2500 students enrolled annually in youth and adult programs. At OCAC students are encouraged to work across the full range of its specialized facilities in the seven studio areas that comprise Craft at OCAC. Its hands-on, studio-based approach to learning – one in which critical thinking informs making works by hand – is enhanced by a robust, integrated liberal arts component that prepares graduates to become critical and informed makers and thinkers eager to interact with the world around them. Founded in 1907, OCAC is an active player in the Portland, OR community as the home of the small batch, hand-made, environmentally sound, and ethically entrepreneurial.

ocac.edu

For more information, visit ocac.edu

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