

College of the Ozarks Major Gift Officer (MGO)

Position Summary

The Major Gift Officer (MGO) manages a portfolio of 100–125 current and prospective major donors to secure significant philanthropic investments for the College. Working with advancement leadership and the President, the MGO builds long-term relationships that inspire transformational giving in alignment with the College's Christian mission.

Key Responsibilities

- **Portfolio & Moves Management:** Manage 100–125 qualified prospects. Execute strategic Moves Management plans for the top 25% of the portfolio, collaborating with institutional leadership to deepen donor commitment.
- **Travel & Regional Engagement:** Travel approximately 50% of the time, maintaining a flexible schedule (including occasional evenings/weekends). Conduct **15–20 personal donor visits** per travel itinerary.
- **Solicitation & Stewardship:** Develop and present major gift proposals. Personally solicit investments and ensure exceptional post-gift stewardship and impact reporting.
- **Planning & Administration:** Utilize office time to secure travel follow-up, write proposals, plan future itineraries, and maintain accurate, timely donor records in the CRM (**Virtuous**).

Performance Expectations

- Maintain active momentum across a portfolio of 100–125 donors.
- Meet annual goals for personal visits, proposals submitted, and dollars raised.
- Consistently document all substantive donor interactions in the CRM.

Qualifications

- **Education:** Bachelor's degree required.
- **Experience:** 5+ years of successful major gift fundraising, sales, or consultative relationship-building experience. Proven success closing five-, six-, and seven-figure gifts is preferred.
- **Skills:** Exceptional communication, strategic thinking, and project management skills. Proficiency with fundraising CRMs.

- **Travel:** Willingness to travel extensively by air and automobile
- **Faith Alignment:** Demonstrates an authentic Christian faith, modeling integrity, humility, and servant leadership in alignment with the College's mission.

This is a full-time position that requires a background check. Please submit resume/application to Vicki Wrosch in the Business Office at College of the Ozarks, P.O. Box 17, Point Lookout, MO 65726, or hr@cofo.edu. Review of applications will begin immediately and continue until the position is filled.