SENIOR MAJOR GIFT OFFICER FOR CENTERS, INSTITUTES & SPECIAL PROJECTS, LAW DAR  (Attach a copy of job description when creating Job Requisition in Workday)

Job Description Summary, January 2020

Penn Law is one of the nation’s oldest and most distinguished law schools. The school offers a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinarily supportive academic community for its scholars and students alike.

Penn Law staff play a critical role in providing a world-class educational environment, supporting faculty, students, alumni, and fellow staff members in a collaborative and ambitious environment.

Penn Law is in the midst of a $100 million comprehensive campaign designed to promote and support the school’s most critical needs and priorities, including scholarship, faculty support, and the growth of our centers and institutes. This role is newly formed and promises to play a key role in supporting the campaign while at the same time helping to shape the future of major initiatives related to overarching University priorities.

Reporting to the Executive Director of Development, the Senior Development Officer for Centers, Institutes & Special Projects is a highly visible role within Law DAR and the Law School at large. This position will play an important role in helping to further develop and implement a strategic, growth-oriented fundraising program for Penn Law.

The Senior Development Officer will be charged with developing and managing prospect pools of high-capacity individuals as well as forming and sustaining relationships with key corporate and foundation donors. A key part of this will involve working with research staff to create and/or manage donor pipelines for specific areas of interest at Law. In addition, the individual will work on framing strategic initiatives and broad outreach strategies as well as potentially managing volunteer leadership in partnership with the Executive Director of Development. This role also will be engaged in representing Penn Law, with some potential travel with the Dean of the School and department/center leaders when appropriate, and will have high level interaction with Principal Gift, Planned Giving, and Major Gift Officers within the University’s Central Development Offices.

Job Description (When posting in Workday, include the Responsibilities and Qualifications in the Description section)

Responsibilities Include:
(NOTE: Percentages for each duty will be required when posting in Workday in the Responsibilities Section. The percentages will NOT show in the online posting)

Penn Law Center and Institute Development-

As part of his/her portfolio, the Senior Development Officer will be developing funding support for all of the Law School’s centers, including the Quattrone Center for the Fair Administration of Justice, the Center for Ethics and the Rule of Law, and the Center for Technology, Innovation, and Competition

- Implement a sustainable fundraising program for each center which would potentially incorporate gifts from corporations, foundations, and individuals for annual and capital initiatives. 50%
  - Work closely with current center staff and faculty, as well as donors, in identifying funding opportunities, and be a part of the team which implements the next chapter for the Centers.
Support the Centers’ fundraising objectives and provide guidance and advice on ways to move their programs forward through philanthropy.

- Represent the Development Office by attending Center events and activities. 15%
- Engage with existing and potential donors and volunteer leaders to help manage and deepen their involvement with these priorities. 10%

**Major Gift Strategy**

- Conduct research and pursue creative prospecting strategies to expand the pool of potential donors to Penn Law focusing on new opportunities in the broader community of non-affiliated individuals or institutions with a potential interest in Penn Law’s work and priorities. 5%
- Collaborate with center and institute directors, and other faculty members, in moving potential donors through the pipeline and closing gifts to benefit their centers and research efforts. 5%
- Write proposals and gift agreements and coordinate efforts for stewardship and further engagement while working closely with stewardship colleagues. 5%
- Conduct between 12-15 visits per month from a developed donor pool. Identify individuals (especially non-alumni and partners) who can make leadership gifts to support one or more of the Law School’s centers and institutes. 5%

**Other Duties as Assigned 5%**

**Qualifications:**

BA/BS and excellent verbal and written skills; J.D. preferred, but not required. 5-7 years of experience in development or non-profit management with a proven track record of gift closures in the five and six figure range, or higher. Willingness and capacity to learn about divergent/complicated subject areas at the intersection of law and policy. Experience working with academic partners and/or experience with volunteer management. Entrepreneurial skills and ability to work independently. Ability to manage multiple projects under time demands. Strong understanding of relationship database systems and procedures. Ability to travel within the US and work evenings and weekends as needed. Valid driver’s license required.

**Special Requirements**
Background check required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

**Affirmative Action Statement**
Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class. The University of Pennsylvania and its Law School are equal opportunity employers (http://www.upenn.edu/affirm-action/eoaa.html).

To Apply: Go to [Careers@Penn](https://wd1.myworkdaysite.com/en-US/recruiting/upenn/careers-at-penn/job/Law-School/Senior-Major-Gift-Officer-for-Centers--Institutes--and-Special-Projects_JR00017394)