

Job ID:	4828552	Posted:	October 8, 2008
Company Name:	Texas A&M University	Industry:	Education / Teaching / Administration
Job Number:	2009023	Job Function:	Other
Position Title:	Major Gifts Officer	Job Type:	Full-Time
Location(s):	Texas, United States	Entry Level:	No

APPLY HERE <http://www.jobtarget.com/c/jobclick.cfm?site=3127&job=4828552>

Job Description

Major Gifts Officer
Texas A&M Health Science Center
Institute of Biosciences and Technology

The Texas A&M Health Science Center Institute of Biosciences and Technology (IBT) is located in the Texas Medical Center in Houston. The IBT focuses its research on developing cures and treatments for cancer, heart failure, stroke, birth defects, bacterial infections and hereditary diseases. It is the primary component of the Texas Institute for Genomic Medicine, a non-profit organization designed to pioneer the development of life-changing medical innovations, accelerate the pace of medical discoveries, and foster the development of the biotechnology industry in Texas. The Major Gifts Officer is responsible for the cultivation, education, solicitation and recognition of major gift prospects. Major gift solicitation will occur both on an ongoing basis as well as within the context of major gift campaigns. The Major Gifts Officer reports to the Director of the IBT and the Vice President for Institutional Advancement and will be charged with the following responsibilities:

- * Coordinate all Institute development activities with the Health Science Center Office of Institutional Advancement
- * Provide overall management of all individual, corporate and foundation fund raising
- * Work with fiscal operations staff in providing oversight of gift accounting and records
- * Communicate, interact, and maintain working relationships with established and potential donors
- * Work with faculty and staff to cultivate new donors
- * Maintain the institution-wide donor database for gift processing, prospect tracking, etc. Acknowledge all new and continuing gifts
- * Work with faculty and staff to prepare grant proposals
- * Assist with Institutes special events
- * Other duties as assigned

Required Qualifications: Bachelor's degree. Must have 3 years related experience
Excellent interpersonal, presentation, communication and writing skills. Possess organizational skills. Ability to multi-task Ability to work cooperatively with wide range of individuals and groups.
Ability to travel.

To Apply: Please apply on Texas A&M Health Science Center's career website at <https://jobs.tamhsc.edu>. Refer to NOV 2009023.

An Affirmative Action/Equal Opportunity Employer