



Major Gifts Officer

Winter, 2025

Our Mission: The Westchester Community College Foundation, in partnership with SUNY Westchester Community College, provides scholarship, financial and programmatic support to promote student success in college and beyond.

The Westchester Community College Foundation was founded in 1969, with the goal to raise funds to meet college and student needs not covered by public funds. It is historically a top-performing community college foundation, raising on average between \$4 and \$6 million in private funds annually, and disbursing between \$2 million and \$4 million in scholarship funds and between \$2 million and \$3 million in other support for the College annually.

The following position requires the ability to work in all aspects of major gift fundraising, working closely with top donors and Board members, and with skill in building relationships in a culturally diverse work environment.

RESPONSIBILITIES: Reporting to the Executive Director, the Major Gifts Officer (MGO) is a senior member of the management team responsible for developing and building relationships with prospects that lead to major gifts.

- Build and manage a portfolio of 150 individuals capable of making gifts of \$10k or more, with an ultimate goal to cultivate, solicit, and close at least \$1M annually to benefit the College.
- Nurture relationships across the College to become knowledgeable about and effectively represent priorities across departments, particularly within the context of the Foundation's capital campaign.
- Creatively and persistently seek connections to new prospects to qualify interest and capacity and build pipeline.
- Develop innovative ways to engage new prospects and re-engage donors in the life of the College and in Foundation events and activities.
- Author well-crafted correspondence regularly and develop customized fundraising proposals as needed.
- Actively contribute to the work of the Foundation, leading by example, collaborating whenever possible, and becoming a trusted colleague to staff at all levels.
- Champion the systems that support the Foundation's work, most notably Raiser's Edge NXT with portfolio activity and communications entered in a timely manner to ensure data is accurate and current.
- Work collaboratively with senior fundraising staff
- Perform other related duties as assigned.
- Position requires availability on evenings and weekends as needed for donor meetings and to assist at development events.

QUALIFICATIONS:

BA degree is required; minimum 7-10 years prior experience with demonstrated track record in major gifts fundraising and a proven ability to close gifts with high-net-worth prospects. Experience in higher education is preferred but not essential. A working knowledge of planned giving is a plus. Proficiency with Microsoft Office Suite and donor databases (ideally Raiser's Edge) is required. Outstanding writing abilities and verbal communication skills, along with a high degree of emotional intelligence. Demonstrated understanding of the complexity of the volunteer/professional relationship and success managing relationships in a warm and professional manner. Must be highly energetic, able to work in a fast-paced environment, and enjoy working as a member of a mutually supportive team. Must be able to travel independently to visit donors and others throughout the region.

SALARY & BENEFITS: The salary range is \$102,151-\$157,702, plus benefits, and is commensurate with experience.

ADDITIONAL INFORMATION: This is a full-time exempt position located on the Valhalla campus of SUNY Westchester Community College.

APPLICATION INSTRUCTIONS:

You must be legally eligible to work in the United States at the time of hire. **Qualified applicants should send a cover letter and resume to WCCFoundation@sunywcc.edu, to the attention of:**

Dolores Swirin-Yao
Westchester Community College Foundation
75 Grasslands Road
Valhalla, NY 10595

Priority will be given to resumes received by November 15th. The review of candidates will begin immediately and continue until the position is filled.

The Foundation will provide equal opportunity in all of its employment practices to all persons without unlawful discrimination on the basis of political affiliation, age, race, color, national origin, ancestry, citizenship, genetic information, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, parental status, pregnancy, arrest or conviction record, membership in any reserve component of the armed forces, or use or non-use of lawful products off College premises during nonworking hours, or any other status protected by applicable state or federal law.

About WCC Foundation

Created in 1969, the Westchester Community College Foundation advances the College's pursuit of excellence in education, research, and public service. The Foundation, a 501(c)(3) tax-exempt organization, has a singular mission: to support Westchester Community College. WCCF consistently ranks amongst the top ten highest performing community college foundations in the nation for overall fundraising. To date, the Foundation has raised over \$100 million in philanthropic funds, awarded \$24 million in scholarships, invested \$3.25 million in faculty excellence, received 250,000 volunteer hours, added 72,000 square footage of instructional space to the College campus, established 40 endowed faculty chairs, and created The Native Plant Center.

About Westchester Community College

Westchester Community College, which recently celebrated its 75th anniversary, is a non-residential suburban institution 30 miles north of New York City. In 1957, the County of Westchester bought the 360-acre John Hartford estate in Valhalla and designated 218 acres for the community college. WCC is committed to helping its diverse student population receive a college education. As a Minority and Hispanic Serving Institution, the College has a student body that reflects the diversity of Westchester County: 50% of students are above age 22, 60% are first-generation students, 69% of students are non-

white, 49% attend part-time, and 61% of students receive federal, state, or institutional financial aid. In addition to its traditional academic coursework, the College is committed to providing workforce education for “middle skill” employment opportunities in industries that require at least an Associate degree and provides family-sustaining wages and opportunities for professional growth.