



## Major Gifts Officer

Elizabethtown College is seeking a **Major Gifts Officer** for the Institutional Advancement Department.

This position will ensure effective cultivation, solicitation, and stewardship of major gifts. During the first year a portion of the time will be devoted in support of the Admissions office to grow the alumni and parent engagement admissions outreach program to build a cadre of volunteers to attend College nights and represent the College in regional areas. After the first year, the focus will be primarily on development work.

Bachelor's degree plus two to four years of development experience is required; or equivalent combination of education and experience; proficiency with Microsoft Office Suite; valid driver's license for business travel purposes (individual must have a US driver's license for at least three years); excellent written and oral communication skills; strong organizational skills and attention to detail; and provide exceptional customer service. In addition, the selected candidate must be able to work extended hours, and be able to travel frequently both within the region and nationally. Successful background checks, including MVR required. Major gifts experience in higher education is preferred.

Employees of Elizabethtown College enjoy benefit perks such as educational benefits for themselves, spouses and dependent children; comprehensive benefit packages that include medical, dental, vision and prescription drug coverage; extensive holiday, vacation and sick paid time off and an annuity retirement plan.

Located in southeastern Pennsylvania, Elizabethtown College offers its 1,900 students more than 47 academic programs in the liberal arts, sciences and professional studies. Driven by its commitment to "Educate for Service," Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. For more information, consult [www.etown.edu](http://www.etown.edu).

Interested candidates should apply to:

<http://etown.peopleadmin.com/postings/1169>

**-OR-**

Elizabethtown College  
Attn: Human Resources  
One Alpha Drive  
Elizabethtown, PA 17022

For more information visit: [www.etown.edu/humanresources](http://www.etown.edu/humanresources)

*As an affirmative action/equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration.*