

For more than 100 years **Pace University** has been preparing students to become leaders in their fields by providing an education that combines exceptional academics with professional experience and the New York advantage. Pace has three campuses, in New York City, Westchester, and White Plains. A private metropolitan university, Pace enrolls nearly 13,500 students in bachelor's, master's, and doctoral programs in the Dyson College of Arts and Sciences, Lienhard School of Nursing, Lubin School of Business, School of Education, School of Law, and Seidenberg School of Computer Science and Information Systems.

## Director of Planned Giving

Pace offers an exciting professional opportunity to become its Director of Planned Giving. With offices located at its New York City downtown campus, the Director will be responsible for managing Pace University's entire planned giving program; overseeing and coordinating the identification, cultivation, solicitation and stewardship for the University's planned gifts prospects and donors; setting yearly target goals to close significant bequests, charitable gift annuities, charitable trusts, gifts of insurance and retirement plans; maintaining a strong portfolio of planned gifts prospects; managing a budget; participating in University-wide and off-campus meetings and functions related to the promotion and advancement of Pace University.

Bachelor's degree; JD and/or Master's degree strongly preferred; minimum of seven years in planned giving fund raising in complex higher education environment with capital campaign experience; well versed in the areas of prospect identification and management; knowledgeable with PG Calc and have commensurate computer skills; strong organizational and managerial leadership skills; ability to work in a team environment. **Requisition # R00001020**

## Director of Development, Seidenberg School of Computer Science and Information Systems

Under the direction of, and in coordination with the Dean and Assistant Vice President of Philanthropy, the Director is responsible for soliciting major gifts at the \$25,000 level and higher. The director oversees all development activities relating to the promotion and advancement of funding initiatives at the Seidenberg School. Works closely with the Dean, VP for Philanthropy, members of the faculty, alumni, college administrators and staff to identify, cultivate and solicit annual, major and planned gifts from individuals, corporations and foundations for all Seidenberg School projects and programs. Coordinates fundraising strategies with the Office of Philanthropy, faculty members and other relevant University administrators and staff, planning and overseeing major donor and other special events to promote university-funding initiatives.

Bachelor's degree required (advanced degree preferred), plus experience in fundraising (3-5 years) particularly in the area of major gifts and capital campaigns. Experience in a fund-raising role within a not-for-profit environment/higher education and a proven track record of major gifts solicitation and procurement required. **Requisition # R00001055**

## Director of Development, Dyson College

Under the direction of, and in coordination with the Dean and Assistant Vice President of Philanthropy, the Director is responsible for soliciting major gifts at the \$25,000 level and higher. The director oversees all development activities relating to the promotion and advancement of funding initiatives at the Dyson College; works closely with the Dean, Vice President for Philanthropy, members of the faculty, alumni, college administrators and staff to identify, cultivate and solicit annual, major and planned gifts from individuals, corporations and foundations. Coordinates fundraising strategies with the Office of Philanthropy, faculty members and other relevant University administrators and staff, planning and overseeing major donor and other special events to promote university-funding initiatives.

Bachelor's degree required (advanced degree preferred), plus experience in fundraising (3-5 years) particularly in the area of major gifts and capital campaigns. Experience in a fund-raising role within a not-for-profit environment/higher education and a proven track record of major gifts solicitation and procurement required. **Requisition # R00001019**

## Assistant Director of Institutional and Individual Giving

Reporting to the The Assistant Vice President of Institutional and Individual Giving, the Assistant Director is responsible for helping to maintain and expand a comprehensive program of philanthropic support from corporate, foundation, and individual constituencies. This front-line fundraising position will assist faculty and staff with proposal writing, solicitation and stewardship; researching potential funders; conducting face to face and telephone meetings with potential prospects; tracking all proposal development and submission activity and results; coordinating with Director of Development of Schools, Center and Institutes to assess needs; assisting in coordinating Capital Campaign efforts; other duties as assigned.

Bachelor's degree required (advanced degree preferred), plus experience in fundraising (3-5 years) particularly in the areas of corporate, foundation, and major gifts solicitation and experience in a fund-raising role within a not-for-profit environment/higher education and a proven track record of major gifts solicitation and procurement required. **Requisition # R00000938**

## Major Gifts Officer (2 positions Available)

Under the direction of The Assistant Vice President of Institutional and Individual Giving, the Major Gifts Officer is responsible for soliciting major gifts at the \$25,000 level and higher. The Major Gifts Officer will plan, organize, and support key aspects of University-wide fundraising programs with focus on securing major gifts. Initiatives include participating in developing and implementing strategies to identify, cultivate, solicit and steward prospects. The Major Gifts Officer will work closely with the School and College based fundraisers and will collaborate with deans and administrators, development directors, managers and support staff.

Bachelor's degree required (advanced degree preferred), plus experience in fundraising (2+ years) particularly in the area of major gifts and capital campaigns. Experience at university or other higher education environment also preferred. Exemplary written, verbal, interpersonal, management and strategic thinking skills required. Computer literacy, attention to detail and the ability to set priorities are essential. **Requisition #'s R00000619 and R00001053**

We offer the resources of a private, nationally-ranked university, tuition waivers for family members and an attractive benefits and compensation package. **Please visit [www.pace.edu/hr](http://www.pace.edu/hr) and select Career Opportunities to view the available positions under the corresponding Requisition # and apply online.**

Pace University is an affirmative action/equal opportunity employer that values and encourages diversity in its students, faculty and staff.

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