Massachusetts Institute of Technology

# MIT Position Description

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| **Job Title: Development Officer 3** | **Position Title: Senior Leadership Officer** |
| **Pay Grade: 11** | **% Effort or Wkly Hrs: 100%** |
| **Department: SHASS, Office of the Dean** | **Reports to: Assistant Dean for Development** |
| **Prepared by: Anne Marie Michel** | **Date: September 2026** |

## Position Overview

Reporting to the School of Humanities, Arts, and Social Sciences (SHASS) Assistant Dean for Development, the Senior Leadership Giving Officer (SLGO) builds and executes successful fundraising strategies for a portfolio of prospects and donors (including as a Core Team member on prospects managed by Central Development). The SLGO creates individualized solicitation plans (with a focus on gift cultivations ranging from $1 million to $5 million) in support of SHASS fundraising priorities. The SLGO will help create and execute a comprehensive, strategic development plan, designed to raise financial support and awareness for SHASS priorities, taking the lead on one or more School priorities. The role requires developing positive relationships and a deep understanding of the broad range of research and educational activities conducted within the School for the purpose of matching this work to potential donors.

## Principal Duties and Responsibilities (Essential Functions*)

Responsibilities include working directly with the SHASS Dean, Department Heads, key faculty, and the SHASS Development team to establish a thriving community of supporters. The SLGO will also collaborate with MIT's central prospect management team. This work will include, but not be limited to, taking part in face-to-face donor/ prospect visits; arranging faculty meetings, site tours, and events; drafting high-level proposals; creating materials and disseminating content and collateral related to SHASS; and strategically orchestrate meetings and other interactions between Dean and faculty/staff with prospects and donors

The SLGO will help maximize the Dean's and faculty travel to engage with prospective donors and partners. The SLGO is responsible for keeping all relevant donor/prospect records updated with notes and activities.

The SLGO will perform other duties as required.

Must be willing to travel. Occasional evening and weekend work is required. This is a hybrid position with a combination of on-campus and remote work.

## Supervision Received

To what position will/does this role report? What type of supervision will be received…regular, general, minimal, etc.

## Supervision Exercised

Which positions will this position supervise?

If position has supervisory responsibilities, please describe the position's responsibility for hiring staff, developing staff, conducting performance reviews, etc.

## Qualifications and Skills

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

Five years of direct fundraising experience, preferably with a higher education organization. Applicant must have exceptional interpersonal, organizational, project management, and communication skills–both written and oral–as well as time management skills. A proven record of successful cultivation and solicitation of 7-figure+ gifts is highly desirable and entrepreneurial approach to developing a prospect pool. The candidate must have the ability to manage multiple projects with confidentiality and discretion. A high level of computer competency required, including Word, Excel, and PowerPoint. Travel required for ~20% of time.

REQUIRED:

Education: Bachelor's degree required.

An equivalent combination of education, training, and experience may be acceptable in lieu of the requirements.

Skills:

• _Active learner and effective communicator, who has a strong interest in SHASS mission

• _Experience with research university culture and administration preferred.

• _Strong interpersonal skills for relating with diverse constituencies, including faculty; alumni; resource development colleagues; and other partners.

• _Strong writing skills, with an ability to produce high-quality and compelling written materials for department leadership.

• _Prior experience presenting content to large groups.

• _Ability to work evening and occasional weekend hours with advance notice.

• _Ability to travel regionally, out-of-state travel and internationally is required.

• _Proficiency with office software, including Word, Excel and PowerPoint.

• _Ability to handle confidential information and/or issues using discretion and judgment.

• _Proficiency with prospect management systems or other CRM systems

* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.