

COLLEGE UNBOUND

Title: Major Gifts Officer
Location: Providence, RI; Philadelphia, PA; Seattle, WA; or Chicago, IL
Status: Full-time
Range: \$90,000 - \$120,000 (Commensurate with experience)
Schedule: Hybrid

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary: College Unbound (CU) seeks an inaugural Major Giving Officer to support the national growth of this innovative college. Designed for adult learners excluded by traditional higher education, CU enables adults to complete undergraduate degrees while advancing in their careers and communities. The Major Giving Officer (MGO) will report to the Chief Advancement Officer and play a key role in securing five- and six-figure gifts from individuals and family foundations nationwide. This position offers the opportunity to shape CU's major gifts program during a pivotal period of expansion. The MGO will manage and further develop a portfolio of 75–100 prospects and work closely with CU's strongly mission-aligned leadership, board members, and alumni to communicate CU's impact and engage donors. This role is ideal for a strategic, relationship-centered fundraiser who excels at identifying, cultivating, soliciting, and closing significant gifts. The position includes a competitive salary, strong benefits, and a flexible, mission-driven work environment.

Primary Duties and Responsibilities:

- Build, manage, and grow a portfolio of major donors and prospects, with a focus on gifts of \$50,000–\$500,000+.
- Partner with CU leadership and board members to engage, solicit, and steward high-capacity donors.
- Develop creative cultivation strategies that meaningfully connect donors to CU's leadership, students, alumni, and mission.
- Create compelling cases for support, proposals, and presentations that link donor interests to CU priorities.
- Achieve annual goals for donor engagement, solicitations, and revenue raised.
- Maintain accurate donor activity records and use data to inform strategy.
- Performs other duties as needed or assigned.

Required Qualifications:

- 5–7+ years of fundraising experience, with a track record of closing five- and six-figure gifts.
- Entrepreneurial spirit and comfort working in an independent environment.
- Deep commitment to CU’s mission and vision for changing the higher education landscape and advancing equity through BA completion.
- Exceptional relationship-building and communication skills; ability to connect with and inspire diverse audiences.
- Strategic thinker with strong follow-through and attention to detail.
- Familiarity with CRM fundraising systems and data-driven donor management.
- Ability to travel regionally and nationally.

Application Instructions:

Applicants are highly encouraged to submit a cover letter and resume to jobapplications@collegeunbound.edu with “**Major Gifts Officer**” in the subject line. Review of applications will begin immediately.