NEW YORK LAW SCHOOL

Since 1891

WE ARE NEW YORK'S LAW SCHOOL

Annual Leadership Gift Officer

New York Law School (NYLS), located in the heart of Tribeca, seeks a highly motivated Annual Gift Leadership Officer. The Annual Leadership Gift Officer will be responsible for managing a portfolio of alumni and friends to drive leadership-level annual fund support, increase alumni participation in giving, and strengthen the pipeline for major and planned giving. This role plays a critical part in advancing a culture of philanthropy by combining frontline fundraising, volunteer management, and targeted engagement strategies.

The Annual Leadership Gift Officer will be an integral member of the Office of Institutional Advancement and will report to the Director of Annual Giving. A highly visible and collaborative role, they will work closely with colleagues across Advancement to execute high-impact programs and achieve top results. They will successfully thrive in a fast-paced and high-performing environment and will be nimble and eager to support colleagues in advancing the mission of the School and Office.

Responsibilities

- Manage a portfolio of alumni and prospects capable of making annual gifts of $1,000+, with responsibility for discovery, qualification, cultivation, solicitation, and stewardship.
- Collaborate with the Director of Annual Giving and the Associate Dean and Vice President for Institutional Advancement and Chief Development Officer to expand alumni engagement and philanthropic support in key geographic regions, among alumni with shared professional interest, and among alumni with common attributes.
- Identify and introduce planned giving opportunities for select prospects; partner with appropriate colleagues to advance and close gifts.
- Oversee and grow student event sponsorship opportunities to engage donors and connect philanthropy with the student experience.
- Collaborate with the Director of Annual Giving to recruit, train, and manage alumni volunteers in support of annual giving priorities, including Alumni Celebration, Giving Day, and Bar Exam Champions campaigns.
- Represent the Office of Institutional Advancement and its priorities, as well as the School's interests and mission, in internally and externally facing meetings and events.
- Fulfill any other duties needed to help drive the School's goals, priorities, and outcomes; support its mission; and abide by its organizational values.

Qualifications/Requirements

- Bachelor's degree with at least 3–5 years of relevant event and fundraising experience, preferably in an institution of higher education and/or with the legal community.
- Proven track record of raising 4 and 5-figure gifts.
- Excellent planning, problem-solving, and organizational skills with an ability to prioritize and manage multiple tasks.
- Customer service-oriented professional who is highly responsive to donor, staff, and volunteer needs.
- Self-motivated performer with attention to detail and a high level of productivity.

- Basic skills in Raiser's Edge for reporting and navigating records are highly preferred.
- Superior written and oral communication skills.
- Evidence-based decision-maker with strong analytical skills.
- Excellent interpersonal skills and a high level of professionalism with an ability to build and maintain strong relationships with diverse individuals and groups at all organizational levels, both with internal and external partners.

Compensation

This position offers an annual salary range of $90,000 to $100,000. Compensation includes a competitive benefits package.

How to Apply

Please send a résumé and cover letter, including salary requirements, to Kitty Montanez, Associate Director of Human Resources, at **jobs@nyls.edu**.

About New York Law School
Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer
All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.