



Mission: *“The Brooklyn College Foundation has an unconditional commitment to life-changing, distinctive, and affordable education for students from all backgrounds at Brooklyn College. Through a range of initiatives, the foundation secures, manages, and distributes philanthropic resources that enable student success.”*

<https://www.brooklyn.edu/bcf/>

Brooklyn, NY  
Hybrid Employment

## MAJOR AND PLANNED GIFTS OFFICER

### THE OPPORTUNITY



Brooklyn College provides an excellent, affordable, and transformative education to students who reflect the great diversity of its vibrant borough and country. Brooklyn College has a special commitment to educating immigrants and first-generation college students from the city and state. Through outstanding research and academic programs, the College educates leaders who think critically and creatively to make positive change in the world.

Brooklyn College Foundation (The Foundation, BCF), the 501(c)(3) not-for-profit organization that supports Brooklyn College, is at a pivotal moment in its history, and seeks a dynamic and experienced Major and Planned Gifts Officer (MPGO) who will play a key part in campaign and fundraising initiatives. The Foundation seeks to expand philanthropic sources of support, focused on the growth of major and planned gifts.

Brooklyn College Foundation seeks an entrepreneurial and proactive MPGO to manage a portfolio of 175 to 200 major and planned gift prospects and the planned giving program at Brooklyn College. The

candidate will identify, qualify, cultivate, solicit, and steward major and planned gift donors and prospects, and must be able to represent Brooklyn College enthusiastically and accurately to a variety of constituents including board members, major donors, prospects, and other friends of the College.

The successful candidate works collaboratively with other Institutional Advancement and Brooklyn College staff members, and in support of board members, to cultivate and solicit donors for college-wide priorities. The MPGO monitors all prospect contacts to ensure positive and purposeful prospect and donor relations and recommends and assists with programming involving the President, Vice President for Institutional Advancement, Managing Director, Campaign and Major Gifts, senior Brooklyn College staff members, and board members.

The MPGO will report to the Managing Director, Campaign and Leadership Gifts, Emily Moqtaderi. The candidate will support Brooklyn College's capital campaign, working closely with campaign leadership and Brooklyn College senior staff to raise campaign gifts and help to achieve a successful campaign.

Brooklyn College Foundation has retained [Freeman Philanthropic Services, LLC](#) to assist with this crucial recruitment.

## ABOUT BROOKLYN COLLEGE

Brooklyn College provides an excellent, affordable, and transformative education to students who reflect the great diversity of its vibrant borough and country. Brooklyn College has a special commitment to educating immigrants and first-generation college students from the city and state. Through outstanding research and academic programs, the College educates leaders who think critically and creatively to make positive change in the world.

Brooklyn College offers 76 [undergraduate programs](#), 66 [graduate programs](#), and 14 [certificates and advanced certificates and diplomas](#) in business, education, the humanities, performing arts, sciences, social sciences, and preprofessional and professional studies. Brooklyn College enrolls over 14,000 students annually with an alumni base of over 165,000 individuals across the world, including leaders in the arts, business, law, politics, and the sciences.

To read more about Brooklyn College's mission, academics, and impact, [visit Brooklyn College's website](#).

## ABOUT BROOKLYN COLLEGE FOUNDATION

The Brooklyn College Foundation was established in 1958 to encourage and promote the academic purposes of Brooklyn College of the City University of New York and the educational welfare of students, faculty, alumni, and the community. The foundation is incorporated in New York State, registered as a 501(c)(3) not-for-profit corporation, and listed by the New York State Office of Charities Registration.

Through a full spectrum of fundraising programs, the foundation provides resources that advance the mission of Brooklyn College.

The foundation is governed by a board of trustees, who are chosen for their professional expertise and for their commitment and generous support of the college. Trustees are elected for three-year terms and serve without compensation. The executive director of the foundation also serves as vice president for institutional advancement for the college.

In fiscal year 2023, Brooklyn College Foundation granted more than \$7.05 million to Brooklyn College, including over \$3.2 million awarded to students in the form of scholarships, awards, and internships, and nearly \$826,000 in the form of professorships, lectureships, and professional development support for faculty.

In fiscal year 2024, Brooklyn College Foundation raised \$16.8 million in philanthropic support from individuals, corporations, and foundations to support research, training, program development, and institutional improvements.

As of June 2023, Brooklyn College Foundation has \$116,996,562 under investment.

## LEADERSHIP



### **Todd Galitz, Vice President for Institutional Advancement**

Todd Michael Galitz is Executive Director of the Brooklyn College Foundation and Vice President for Institutional Advancement at Brooklyn College. In this capacity, he oversees fundraising, alumni engagement, student career development, and marketing and communications for the college.

Galitz has more than 30 years of experience in higher education and cultural management. Prior to arriving at Brooklyn College in 2018, he served in senior leadership positions at Pratt Institute, where he was Vice President for Institutional Advancement, and at Asia Society as its Vice President for External Affairs. His experience has also included development roles at Columbia University and Lincoln

Center for the Performing Arts.

Galitz earned his Bachelor of Arts degree from the University of Southern California, and both his master's and Ph.D. in history from Brown University. He has taught at Brown University, Hunter College, and Manhattan College, and was a visiting fellow at the University of Warwick in Coventry, United Kingdom.



### **Emily Moqtaderi, Managing Director, Campaign and Leadership Gifts**

Emily Moqtaderi is Managing Director, Campaign and Leadership Gifts at the Brooklyn College Foundation. In this capacity, she is responsible for the leadership giving program, and oversees the planned giving, stewardship, special events and prospect research areas.

Ms. Moqtaderi has over 20 years of experience in strategic planning, raising major gifts, and leadership throughout her career in fundraising for higher education and the arts. She joined the Brooklyn College Foundation in 2018 from the Smithsonian Institution's Hirshhorn Museum and Sculpture Garden, where she served as the Director of Advancement and led the Museum's comprehensive fundraising efforts on a national and international scale, overseeing major gifts, special events, membership, exhibition and program fundraising, and capital support. She has also held senior fundraising positions at Pratt Institute, where she was Executive Director of Campaign and Major Gifts, and Asia Society, where she was Director of Major Gifts. Earlier in her career, she worked

at Sotheby's, where she was Assistant Vice President for Client Services and a specialist in the Decorative Arts division.

Ms. Moqtaderi has a B.A. in History from Princeton University and an M.St in Islamic Art and Architecture from Oxford University.

## IMPORTANT AND REPORTING RELATIONSHIPS

The MPGO will report to the Managing Director, Campaign and Leadership Gifts, Emily Moqtaderi. The successful candidate will collaborate with Institutional Advancement and Brooklyn College staff, executive leadership, and board members to cultivate and solicit donors. The candidate will support and partner with the President, Vice President for Institutional Advancement, Managing Director, Campaign and Major Gifts, senior Brooklyn College staff members, and board members.

The MPGO will support Brooklyn College's comprehensive campaign, working closely with campaign leadership and Brooklyn College senior staff to raise campaign gifts and help to achieve a successful campaign.

## CHALLENGES AND OPPORTUNITIES

The ideal candidate will be responsible for the following:

- Rapidly gain an in-depth understanding of Brooklyn College's funding priorities and key programs;
- Manage a targeted portfolio of donors who have indicated an interest in making a major, blended, or planned gift;
- Identify, cultivate, solicit, and steward major gift donors and prospects with a particular focus on individual outright major gifts;
- Engage Brooklyn College's senior leadership, faculty, alumni, and staff to assist in major and planned giving cultivation and solicitation activities;
- Work with appropriate members of college and Institutional Advancement staff in developing donor proposals, acknowledgments, and stewardship materials;
- Increase the visibility and activity in Brooklyn College's planned giving program, including growth and stewardship of legacy societies and the development of a series of private cultivation and stewardship events to further engage legacy donors;
- Create and oversee a Planned Giving Advisory Committee of relevant industry professionals;
- Develop and execute strategies to identify, research, cultivate and solicit qualified prospects for major and planned gifts;
- Respond to donor inquiries with appropriate information on gift planning vehicles; and
- Cultivate relationships with attorneys, trust officers, accountants, financial planners, and other estate planning professionals regarding gift opportunities for clients and provide material for their use, exchange up-to-date information on current best practices, request help in obtaining referrals, and discuss donor interests.

## IDEAL CHARACTERISTICS AND EXPERIENCE

Brooklyn College Foundation seeks an experienced major and planned giving professional with the stature, ability, and demonstrated track record to respond effectively to the opportunities and challenges above. In addition to the proven ability to meet and exceed the responsibilities listed in the preceding section, the ideal candidate will possess the following experience, characteristics, and attributes:

- Passion for, and commitment to, Brooklyn College's mission and vision;
- Excellent research, writing, organizational and interpersonal communication skills, including demonstrated ability to cultivate and solicit high net worth individuals and their advisors;
- Intelligence, maturity, and sound judgment necessary for interacting with major and planned giving donors, prospects, trustees, faculty, and staff;
- Comfortable working in a fast-paced, flexible, collegial, goal-oriented and entrepreneurial environment;
- Track record of expanding constituencies, building, and broadening the prospect base for major gifts and planned giving;
- Successful track record of providing strategic direction and daily management of major and planned giving programs;
- Ability to work independently and manage multiple complex tasks simultaneously;
- Strong project management skills and a demonstrated ability to set and complete priority projects under deadline;
- Ability to understand the needs and interests of leadership and major gift donors to develop relationships between them and Brooklyn College;
- Interest in all aspects of education and a dedication to promoting the College's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, trustees, volunteers, and the Institutional Advancement department; and
- Bachelor's degree required.

## DIVERSITY

Brooklyn College Foundation encourages people with disabilities, minorities, veterans and women to apply. At Brooklyn College Foundation, Italian Americans are also included among its protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

## COMPENSATION AND BENEFITS

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience. The compensation range is \$85,000 to \$95,000.

The MPGO will work in a hybrid capacity, with the expectation of working from the office four days a week.

## CONFIDENTIAL INQUIRIES AND HOW TO APPLY

Brooklyn College Foundation has retained [Freeman Philanthropic Services, LLC](#) (FPS) to assist with this executive recruitment. FPS is a national leader in recruitment for the nonprofit sector and related concerns and brings a proven track record of recruiting top talent to diverse institutions.

Please send all confidential inquiries, applications, and nominations directly to FPS via e-mail at [BrooklynCollege-MPGO@glfreeman.com](mailto:BrooklynCollege-MPGO@glfreeman.com).

All applications must include (1) an up-to-date resume/CV, (2) a letter of intent (addressed to FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is the logical and desired next step in his/her career, and (3) a list of references. Additional materials and information will be requested during the search and interview process.