



## Job Description

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<b>Job Title:</b>	Director Development	<b>Grade:</b>	L
<b>Department:</b>	Institutional Advancement	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Develops and implements fundraising strategies and programs at the direction of the Vice President of Institutional Advancement to increase organizational support from individuals, corporations, foundations and other sources. Identifies, cultivates and solicits major donors for event fundraising activities, annual gifts and capital campaigns.

### **Characteristic Duties and Responsibilities:**

1. Manages strategies and activities for donor and sponsor cultivation, solicitation and relations.
2. Designs, implements and manages fundraising for selected annual giving activities including the College's Performing Arts programs, special projects and other college-related solicitations
3. Develops and maintains close relationships with the philanthropic community, individuals, and corporate donors, sponsors, board members, and volunteers.
4. Executes events-based fundraising initiatives and liaises with volunteer committees to increase fundraising capacity for each event through the implementation of new relationships and/or strategies.
5. Prepares periodic reports for presentation to management and the CPCC Foundation Board.
6. Collaborates with the appropriate staff to ensure that publications and website include donor-focused and event participant-related content.
7. Ensures that the donor database contains accurate information, coordinates with the appropriate staff to perform periodic database maintenance; develops strategies to obtain contact information on potential donors and sponsors.
8. Performs other duties as assigned

### **Reporting Relationships:**

**Direction Received:** Reports to Executive Director Institutional Advancement

**Direction Given:** No authority or responsibility for the supervision of others, for project direction and/or program administration

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. May 2016



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### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution and 5 years of increasingly responsible experience relating to special event fundraising, annual campaigns, major gifts and grant writing

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of fund-raising fundamentals and practices, particularly in higher education
- Excellent interpersonal and community relations skills
- Ability to plan, organize and direct multiple events and campaigns simultaneously
- Ability to prepare and deliver presentations and stewardship reports
- Ability to communicate and work effectively within a diverse community
- Ability to research, compile, analyze and prepare information for reports
- Knowledge of basic accounting and fiscal management principles

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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