Job Description

Job Title:	Director Development	**Grade:**	L
Department:	Institutional Advancement	**FLSA:**	Exempt

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 Chief Advancement Officer to increase organizational support from individuals, corporations, foundations and other sources. Identifies, cultivates and solicits major donors for capital campaigns and annual gifts.

Characteristic Duties and Responsibilities:

1. Manages strategies and activities for donor cultivation, solicitation and relations.
2. Designs, implements and manages fundraising for selected activities including annual giving, 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. Prepares periodic reports to management and the CPCC Foundation Board.
5. Collaborates with the appropriate staff to ensure that publications and website include donor-focused content.
6. Develops and implements events-based fundraising initiatives.
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. Prepares and submits stewardship reports to donors.
9. Assumes key development duties within the context of an ongoing comprehensive campaign.
10. Performs other duties as assigned

Reporting Relationships:

Direction Received: Reports to Executive Director Development

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

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 2014

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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and 5 years of increasingly responsible experience relating to major gift fundraising, annual funds, grant writing, and/or special events

Knowledge, Skills, Abilities and Worker Characteristics:

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