



## Job Description

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<b>Job Title:</b>	Executive Director Development	<b>Grade:</b>	O
<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 Institutional Advancement 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. Oversees work of Director Development.
11. Performs other duties as assigned.



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### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President Institutional Advancement  
**Direction Given:** Provides direction and supervision to Director Development

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution and five to seven years of increasingly responsible experience relating to major gift fundraising, annual funds and grant writing

### **Preferred Qualifications:**

Experience in non-profit educational or charitable organizations

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

- In-depth knowledge of fund raising principles and practices
- Excellent interpersonal and communications skills
- Ability to communicate and work effectively within a diverse community
- Ability to prepare and deliver presentations and stewardship reports
- Ability to plan, organize and direct multiple programs, campaigns and events
- Ability to analyze and prepare information for reports
- Ability to research information

### **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, locally or out-of-town to attend meetings and conferences; frequently listening to and talking with executives, or staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse