



Classification Description

Job Title: Chief Development Officer, Foundation

Pay Grade: Administrator

Job Code: 3819

FLSA Status: Exempt

Job Purpose

The Chief Development Officer (CDO) leads the fundraising efforts, particularly philanthropic efforts. The CDO leads the College in securing alumni, public, private, and corporate support essential in meeting the mission of the College. The Chief Development Officer will lead initiatives that include annual fund, alumni and constituent relations, planned giving, and major gifts, with the goal of increasing the endowment as well as meeting current cash needs. This position reports to the Foundation Executive Director. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Collaborates with senior leaders in establishing and execution of goals of the College.

Develops strategic priorities aligned with the goals of the President/College that strengthen the financial resources of the College.

Works closely with the President, Chief of Staff, and Foundation Executive Director, Chief Financial Officer and Chief Operations Officer in all areas of Institutional Advancement.

Assists the President and other staff in cultivation, solicitation, and stewardship of gifts from the Foundation Board of Directors and all major prospects.

Creates and executes plans for annual fund, major gifts and planned giving, increasing the endowment, meeting current cash needs and increasing the overall donor base.

Identifies, establishes, and maintains relationships with individuals, corporations, and foundations while soliciting philanthropic commitments in support of the mission and strategic direction of the College.

Hires, supervises, and evaluates assigned personnel.

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Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education.

Significant and progressively responsible experience in an institution of higher education's Institutional Advancement office or related organization which includes developing and managing budgets, supervising staff, and overseeing day-to-day operations.

Experience managing a comprehensive marketing and communications department or related experience.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.

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- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.
Approved:	March 12, 2019.