

JOB DESCRIPTION

JOB TITLE:

Director of Development and

- x Cultivates potential benefactors and solicits gifts in support of institutional and Foundation priorities;
- x Provides leadership for Capital Campaigns;
- x Develops an alumni organization and implements strategies to secure alumni donations and to utilize the alumni in education, advocacy, and development endeavors;
- x Maintains a data base of alumni and donors;
- x Develops, implements, and manages certain special events created expressly to support the College's and the Foundation's development and fundraising goals;
- x Provides regular fundraising development progress reports to the Foundation and to the College;
- x Provide leadership, coordinate and manage the daily operations of the Galveston College Foundation;
- x Implements Foundation policies and initiatives;
- x Oversees and manages the scholarships and awards of the Foundation;
- x Provides oversight and implementation of the Foundation's investment policy;
- x Works to facilitate the Foundation's annual audit;
- x Practices sound fiscal responsibility including budget development and management;
- x Demonstrates a professional integrity and style that maintains and fosters positive relationships with alumni, donors, the College, the Foundation, and the college community;
- x Works to ensure that the College and the Foundation are always presented to the public in a positive manner;
- x Works collaboratively and collegially with other College departments, including but not limited to, the Financial Aid Office and Public Affairs to ensure timely scholarship awards, student recognition, and appropriate donor recognition;
- x Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, other employees and/or potential donors
- x Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- x Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable attendance is a job requirement;
- x Performs other duties as assigned.

Minimum Education, Skills and Abilities:

- x A minimum of a bachelor's degree in an appropriate discipline
- x A minimum of five (5) years' experience as a proven fundraising professional
- x Demonstrated ability in securing major grants and/or gifts from individuals, corporations, foundations, and other private funding sources;
- x Ability to work collaboratively to propose, develop and implement strategies for development, for fundraising solicitations, for managing relationships with donors and donor prospects, and for building dynamic, trusting relationships, with volunteers, the college community, and philanthropic audiences.

- x When on campus, work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- x Ability to travel and work outside of normal business hours, including some evenings and/or weekends;
- x Ability to work under stress;
- x Ability to travel and/or participate in meetings, conferences, and other related activities; and,
- x Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date