



## JOB DESCRIPTION

<b>JOB TITLE:</b> Executive Director of Development and Galveston College Foundation	<b>FLSA:</b> Exempt
<b>Department</b> Development & Galveston College Foundation	<b>Date:</b> 4/2/2025
<b>Security Sensitive:</b> Yes	<b>Grade:</b> D-62
<b>Reports To:</b> Galveston College President	

### **Job Summary:**

Under the direction of the President, the Executive Director of Development and Galveston College Foundation is responsible for development and fund raising on behalf of the College and the Foundation, as well as administrative and support services for the Galveston College Foundation. *(Development and fund raising include, but are not limited to, annual giving, planned giving, major gifts, capital campaigns, special events, and alumni relations and services.)*

### **Essential Functions:**

- Promotes the interests, mission, and purposes of Galveston College, as well as the goals of the College as set forth in the strategic plan of the College;
- Promotes the interests, mission and purposes of the Galveston College Foundation, as well as the goals of the Foundation as set forth in its strategic plan;
- Responsible for achieving the agreed upon annual development and fund-raising goals. Goals will include annual goals for new gifts. Other goals may include goals for face-to-face visits with individual donors, prospects, corporations, and/or foundations;
- Develops and implements strategies, systems, annual campaigns, and other fundraising program plans for identifying, qualifying, cultivating, and soliciting current and prospective donors;
- Makes effective use of prospect research and prospect management strategies and other institutional resources to ensure appropriate management of donors, prospects, alumni, and volunteers;
- Develops positive relationships and proactively conducts follow-ups, as appropriate, with prospective donors with an end-goal of obtaining future or increasing current giving;
- Plans and executes a digital fund raising campaign;
- Engages with the current donor base while working to expand the donor base;

- Cultivates potential benefactors and solicits gifts in support of institutional and Foundation priorities;
- Provides leadership for Capital Campaigns;
- Develops an alumni organization and implements strategies to secure alumni donations and to utilize the alumni in education, advocacy, and development endeavors;
- Oversees the grant writer; provides guidance for development of both public and private requests; monitors progress, ensures quality, and offers constructive feedback on grant proposals and related materials;
- Maintains a data base of alumni and donors;
- Develops, implements, and manages certain special events created expressly to support the College's and the Foundation's development and fundraising goals;
- Provides regular fundraising/development progress reports to the Foundation and to the College;
- Provide leadership, coordinate and manage the day-to-day operations of the Galveston College Foundation;
- Implements Foundation policies and initiatives;
- Oversees and manages the scholarships and awards of the Foundation;
- Provides oversight and implementation of the Foundation's investment policy;
- Works to facilitate the Foundation's annual audit;
- Practices sound fiscal responsibility including budget development and management;
- Demonstrates a professional integrity and style that maintains and fosters positive relationships with alumni, donors, the College, the Foundation, and the college community;
- Works to ensure that the College and the Foundation are always presented to the public in a positive manner;
- 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;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, other employees, donors and/or potential donors;
- 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;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs other duties as assigned.

**Minimum Education, Skills and Abilities:**

- A minimum of a bachelor's degree in an appropriate discipline;
- A minimum of five (5) years' experience as a proven fundraising professional;
- Demonstrated ability in securing major grants and/or gifts from individuals, corporations, foundations, and/or other private funding sources;
- 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.

- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes;
- Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, prospects, donors, and/or volunteers in a wide range of roles;
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives;
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others;
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives;
- Ability to foster effective working relationships within a team environment;
- Community relations skills and the ability to communicate and work effectively within a diverse community;
- Demonstrated effective verbal and written communication skills with the ability to present effectively to small and large groups;
- Demonstrated organizational and multi-tasking skills are required with the ability to prioritize and manage projects;
- Demonstrated ability to build engagement and fundraising programs; Demonstrated experience in cultivating, managing and training volunteers, alumni, and other stakeholders.
- Ability to work and provide leadership for volunteers and/or lower-level staff in the execution of development activities;
- Proficiency with Microsoft Office, as well as Bloomerang software and/or a comparable fundraising/CRM system; and,

### **Preferred Education, Skills, and Abilities:**

- **Experience:** Six or more years of direct experience soliciting major, planned, and/or annual gifts for an institution of higher education.
- **Knowledge:** Knowledge of alumni engagement and fund development strategies in a college or non-profit setting. Knowledge of fundraising objectives and principles.
- **Abilities:** Ability to recognize strengths and weaknesses in volunteers; ability to work efficiently and manage resources. Ability to compose inspiring and effective communications that will successfully engage and solicit targeted audiences.
- **Other Characteristics:** Creative and entrepreneurial approach to initiatives; enthusiasm and positive attitude; exceptional work ethic; customer service orientation; and good social presence.

### **Work Environment:**

- Frequent time spent off-campus when promoting the Foundation and the College by meeting with current and potential benefactors, cultivating / developing alumni

relations, organizing / leading fundraising events, etc. Occasional nights / weekends and travel related to benefactor / alumni relation development.

- 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:**

- Ability to travel and work outside of normal business hours, including some evenings and/or weekends;
- Ability to work under stress;
- Ability to travel and/or participate in meetings, conferences, and other related activities; and,
- 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