



JOB DESCRIPTION

JOB TITLE: Director of Development and Galveston College Foundation	FLSA: Exempt
Department Development & Galveston College Foundation	Date: 3/21/2019
Security Sensitive: Yes	Grade: D-62
Reports To: Vice President for Administration and Student Services	

Job Summary:

Under the direction of the Vice President for Administration and Student Services, the Director of Development and Galveston College Foundation is responsible for the strategic planning, execution, oversight, and management of fund raising activities and alumni development on behalf of the College and the Foundation. This includes major and planned giving, capital campaigns, annual giving, alumni relations and services, and the marketing of these activities.

Essential Functions:

- Provides leadership, coordinates and manages the day-to-day operations of the Galveston College Foundation; Implements Foundation policies and initiatives;
- Serves as the principle liaison between the Foundation and College administration, alumni, donors and friends;
- Plans, develops, and implements a comprehensive plan to identify, cultivate, solicit and steward individual donors and major gifts, as well as maintain engagement with the current donor base;
- Practices sound fiscal responsibility including budget development and management; provides asset oversight and implementation of investment policy; and serves as facilitator for the Foundation’s annual audit;
- Designs, implements and directs a comprehensive and measurable Development / Fund Raising Plan aligned with the vision, mission, and goals of both Galveston College and the Galveston College Foundation;
- Coordinates, plans, and executes special events related to fundraising, “friend” raising, and Foundation activities, i.e. building dedications, development functions, and donor recognition;
- Cultivates potential benefactors and solicits gifts in support of institutional priorities.
- Provides leadership for Galveston College Capital Campaigns;
- Develops an alumni organization and implements strategies to secure alumni donations and to utilize the alumni in education, advocacy, and development endeavors;
- Maintains a database of alumni and donors;
- Responsible for certain special events created expressly to support the College’s development and fundraising goals;

- Informs Galveston College Foundation Trustees, College administrators, faculty and staff with regular progress reports of development activities of the Foundation (as appropriate);
- Works with the Financial Aid office, the Public Affairs office, and other departments to ensure timely scholarship awards, student recognition, and appropriate donor recognition;
- Promotes the interests, mission, purposes of Galveston College, as well as the goals of the College set forth in the strategic plan of the College;
- Demonstrates a professional integrity and style that maintains and fosters positive relationships with alumni, donors, and the college community;
- Achieves agreed upon annual goals for face-to-face visits and/or proposals to area/regional foundations, corporations, and individual donor prospects, as well as annual goals for gift revenue;
- 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 bachelor's degree in journalism, marketing, public relations, mass communications, or a closely related field and a minimum of three years of experience in marketing, fund raising, and planned giving;
- Experience in a college or university setting, non-profit service organization, or the private sector related to marketing, fund raising, and planned giving;
- Demonstrated record of leadership and accomplishment in the field of development with demonstrated success in fundraising;
- Excellent customer service skills and the ability to anticipate donor and customer needs and respond accordingly in a timely manner.
- Demonstrated written and verbal communications skills along with a proven ability to communicate complex and/or sensitive data.
- 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;
- Strong computer and technical skills with proficiency with Microsoft Office Suite, as well as eTapestry, LexisNexis, iWave and/or other database management and research tools
- Ability to provide information in a variety of formats and media to promote the College and the Foundation to various individuals and entities from diverse backgrounds.

Preferred Education, Skills, and Abilities:

- A master's degree in journalism, marketing, public relations, mass communications, or a closely related field and a minimum of five years of experience in marketing, public relations, fund raising, and planned giving;
- CFRE certification;
- Experience in qualifying, cultivating, and closing major gifts with at least five years of professional fundraising experience in annual gifts and/or major gifts.

Work Environment:

- Frequent time spent off-campus when promoting the Foundation 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:

- 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