



JOB DESCRIPTION

JOB TITLE: Development/Foundation Projects Manager	FLSA: Exempt
Department: Development and GC Foundation	Date: 11/28/2017
Security Sensitive: Yes	Grade: C43
Reports To: Director of Development and GC Foundation	

Job Summary –

The Development/Foundation Projects Manager reports directly to the Director of Development and GC Foundation and assists in all aspects of development and foundation activities. Specific responsibilities include promoting and expanding the involvement of the community in Galveston College through special events, alumni engagement, and fundraisers.

Essential Functions

- Works closely with Public Affairs and related offices writing, editing, producing Development/Foundation communication materials for online, social media, & interactive webpage content;
- Initiates, plans, engages former students/alumni association, and friend fundraising efforts, including annual alumni giving campaign; includes writing/editing of alumni newsletters and/or magazines, arranges and conducts interviews for Foundation and College publications/webpages;
- Collects and maintains former student/alumni and donor database(s) for College and Foundation;
- Performs special event management, coordination, and implementation for College and Foundation related functions;
- Conducts prospect research in collaboration with Grants Writer and Director of Development (individuals, regional businesses, corporations, and foundations) using print and electronic sources related to wealth capacity and analysis;
- Creates and maintains a library of prospect research tools, including books, electronic resources, and online databases for use by fundraising staff and researchers;
- Works on institutional standing and/or ad hoc committees, as assigned;
- 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 all other duties as assigned.

Minimum Education, Skills and Abilities

- A bachelor's degree in Communications, Non-profit Management, Public Affairs, Journalism, or a closely related field with directly related experience in communications, former student alumni organization, special event management, fundraising solicitation, and prospect research is required;
- Experience in a college or university setting, non-profit service organization, or the private sector related to alumni external relations, development, and/or planned giving;
- Ability to convey information in a variety of formats using progressive media to promote the College and the Foundation.
- Demonstrated aptitude in working with diverse community groups, including individual and corporate donors, and engage in interpersonal contact with a wide variety of internal and external constituencies;
- Strong oral and written communication skills, including experience in public speaking; at least one membership in a professional development/advancement association
- Familiarity with development and cost analysis skills;
- Demonstrated computer skills, including but not limited to, strong internet research skills, proficiency with Microsoft Office Suites (Word, Excel, PowerPoint...), E-Tapestry or Raiser's Edge, and Adobe Creativity and Design Products (such as InDesign, Photoshop, etc...);
- Ability to perform duties, and relate to our students and staff and community at large, in a pleasant, helpful, and effective manner.

Preferred Education, Skills, and Abilities

- A master's degree in Mass Communications, Non-profit Management, or a closely related field with a minimum of three to five years professional development experience for colleges, universities or medium to large non-profits, event planning, and/or annual giving with wealth capacity research capabilities; or a combination of a bachelor's degree and seven years of experience with at least five years membership in regional or national professional development organizations.
- Proficient in the use of computer skills cited above with a demonstrated ability to analyze and produce translational science reports for philanthropic trends and wealth capacity.

Work Environment

- Works 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 meet a flexible work schedule, including some evenings and/or weekends;
- Ability to work under stress;
- Ability to travel and/or participate in meetings, conferences, and other related activities;
- 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