NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Development

Department: Advancement
FLSA Status: Exempt
Grade/Level: Admin/Prof I
Job Status: Full Time
Reports To: Vice President for Advancement
Amount of Travel Required: As needed
Positions Supervised:
Contract Length: 12 months

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

PURPOSE:
To increase the flow of resources to the college by planning, developing, administering, and evaluating all Development programs in support of the College's mission with a goal of positively impacting the College's ability to recruit students, attract the best and brightest faculty and staff, and raise funds.

DUTIES AND RESPONSIBILITIES

The Director of Development at NTCC:

- Provides leadership support and direction to the Vice-President for Advancement and Foundation Board of Directors and other stakeholders in reaching fundraising goals
- Works in collaboration with Vice-President for Advancement to identify, recruit and support volunteers with a focus on strategic advancement and fundraising priorities and engages assigned volunteers in an active role in fundraising, including advising on cultivation and solicitation strategies and preparing briefing materials
- Serves as an ambassador for the College and the Foundation, both within the community and outside, consistently and convincingly demonstrating the role and importance of private sector support
- Promotes a culture of excellence in customer/donor/student service, where requests from internal and external stakeholders are responded to with a high degree of urgency, relevancy and accuracy
- Provides administrative leadership and management for the overall operation of development and campaign activities including supervision of volunteers
- Oversees the identification, cultivation, and solicitation of individuals, corporations, and foundations and personally solicits prospects for major and planned gifts
- Qualifies prospects, working cooperatively in the process of prospect management and clearance with the goal of finding the best fit between donors and the highest-level priorities of the College
Actively manages a prospect list of major and planned gift prospects at various stages of cultivation, solicitation and stewardship. Prospects include individuals, corporations and other organizations, such as foundations

Is responsible for the development of donor communications, collateral print and marketing materials for the annual fund and other opportunities associated with the cultivation and solicitation of individual and other donors

Ensures recognition and thorough stewardship of gifts including follow-through on the gift implementation, administration of the funds and related expenditures

Works with the Vice-President for Advancement, the College President, and the Foundation Board to cultivate targeted corporate and foundation support

Prepares written materials including major and planned gift proposals, financial illustrations of gift vehicles, progress reports on projects funded and prospect correspondence

Prepares reports for donors concerning the use of gifts. Including, but not limited to, annual and endowed scholarship reports

Prepares strategies for increasing the level of support from private and corporate donors along with foundations and NTCC employees

Contacts individuals in corporate, foundation and government organizations to understand funding opportunities and selection criteria

Is responsible for the development of an Alumni Program at NTCC, collateral print and marketing materials used in the development of this program

Drafts, edits, proofs, sends, tracks and monitors all corporation, foundation, and government, and private donor correspondence, as well as tracks prospect and donor activity in the database

QUALIFICATIONS

The Director of Development at NTCC will possess the following:

- Bachelor’s degree required from an accredited university
- Five years experience, ideally in several organizations including a college setting, with an unparalleled track record in resource development
- Strategic, creative and highly analytical with an entrepreneurial mind set
- Successful experience with major and planned gifts, including negotiating and closing expendable and endowed gifts, preferably with some of this experience gained in a college setting
- Strong interpersonal communication and problem solving skills
• Experience working with alumni organizations and annual fund drives in a higher education setting

• Comfortable supporting and mobilizing strong, time challenged volunteers

• Ability to work effectively in a complex, fast paced-ever changing environment with the requirement to manage multiple projects and work successfully unsupervised to meet deadlines

• A "go-getter", team player and relationship builder, energetic and self-directed with advanced project management, prioritization and organization skills

• Superior client/student-service approach with outstanding leadership and communication skills; demonstrated goal oriented approach

PERSONAL CHARACTERISTICS

This position requires the ability to plan, develop, administer, and evaluate all advancement programs in support of the College's mission. The Director of Development should have a thorough understanding of the community college mission, knowledge of the College's strategic plan, and awareness of the population the College serves. This position requires a high degree of skills involving strong oral and written communication, outstanding leadership qualities, and proven marketing and fundraising strategies. The ability to work under stress, to work independently and as a team member, to connect easily with people and deal with them in a professional manner is essential. The ability to work behind the scenes--making others successful in their endeavors (key faculty, foundation board members, administrators, etc), and have the discipline of follow through on projects and strong attention to detail.

SIGNATURES:

______________________________  __________________________  
Director of Development  Date

______________________________  __________________________  
Vice President for Advancement  Date

______________________________  __________________________  
President  Date