



## Job Description

**JOB TITLE:** Director of Donor Relations  
**REPORTS TO:** Executive Director & CEO  
**SALARY GRADE:** 18  
**PREPARED BY/DATE:** C. Flynn 04/07  
**APPROVED BY/DATE:** G. Kaufhold 04/07

**DEPARTMENT:** MDC Foundation  
**CALENDAR CODE:** PEC  
**FLSA STATUS:** Exempt  
**JOB CODE:** 2930  
**REVISED:** 04/07

**SUMMARY:** The Director of Donor Relations reports to the Executive Director & CEO of the Miami Dade College Foundation and serves as a member of the management team. Develops, coordinates and manages a comprehensive and engaging stewardship program for major donors to the foundation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages relationships with donors and coordinates all gifts for the college.

Writes customized annual reports with detailed gift and endowment information for all major donors.

Meets regularly with major donors to the foundation, fostering relationships to ensure donor comfort with our management of their gifts and to hopefully encourage additional donations.

Makes recommendations for budget allocations for donor relations functions and stewardship plans for donors; makes decisions about timing and nature of donor events.

Prepares gift acknowledgement letters on behalf of the Executive Director, District President, and Foundation Board Chair.

Provides direction in the design of donor recognition receptions, luncheons, dinners and dedication ceremonies.

Creates and manages inventory of naming opportunities throughout the college campuses.

Occasionally solicit gifts from major donors as appropriate.

Responds to written and telephone requests from donors for information.

Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of college organization, goals and objectives, and policies and procedures.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills with the ability to be persuasive and influential.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse backgrounds and skill levels.

**MINIMUM REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Master's degree (MA or MS) from an accredited college/university in a related field of study such as Business, Public Relations, or Marketing and five (5) years of directly related experience in development, non-profit marketing or related field; or Bachelor's degree in a related field of study and nine (9) years of experience in development, non-profit marketing or related field (preferably in an academic environment). Evening and weekend work is sometimes required.

**COMPUTER TECHNICAL SKILLS:**

To perform this job successfully, an individual should have a strong knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook). Strong knowledge of Blackbaud's Raiser's Edge donor management system preferred.

**SUPERVISORY RESPONSIBILITIES:**

None

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally lift and/or move up to 10 pounds. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TRAVEL:** Employee may travel locally up to 15%.