



Position Title:	Director of Development		
Reports To:	Executive Director		
Department:	MDC Foundation	Job Code:	2920
Prepared By/Date:	Carol Flynn/04-2007	Job Group:	PEC
Approved By/Date:	Glenn Kaufhold/04-2007	Salary Grade:	19
Revised:	Jennifer C. Brito/06-08-2009	FLSA Status:	Exempt

Summary:

Serves as a member of the management team. Provides direction for the College's fundraising efforts by leading a team of development officers and serving as a solicitor of major gifts.

Essential Duties and Responsibilities:

- Designs, implements, and manages a comprehensive proactive fundraising development plan for the college.
- Maintains a portfolio of at least 50 prospects for gifts of \$50,000 and higher.
- Works directly with the campus development officers and deans/faculty to develop new approaches to foundations and coordinates these contacts to initiate the cultivation/fundraising process.
- Conducts at least 10 face-to-face meetings per month with prospects for purposes of discovery, cultivation, solicitation, and stewardship.
- Hires, orients, and supervises a team of at least eight development officers.
- Assists Executive Director in setting fundraising policy for the foundation and the college.
- Monitors proposal deadlines, prepares and edits proposals, and manages proposal deadlines.
- Make decisions about which prospects to assign to which unit within the college, negotiates competing demands among campus presidents and other college leaders.
- Makes budget decisions regarding donor cultivation and solicitation activities.
- Reviews and approves formal gift agreements with donors.
- Reviews and approves gift proposals for donors.
- 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.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, including in the area of corporate and foundation fundraising techniques.
- Knowledge of methods, practices, and procedures for obtaining information about giving programs.
- 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.
- Demonstrated ability to oversee grant and proposal writing at appropriate levels for varied proposal development.
- 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 (especially leadership-level volunteers).
- 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 carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse backgrounds and skill levels.

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.

Essential Personnel:

Non-essential

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 six (6) years of directly related experience in major gift fundraising, development, non-profit marketing or related field; or Bachelor's degree in a related field of study and ten (10) years of experience in major gift fundraising, development, non-profit marketing or related field (preferably in an academic environment).
- Experience in managing fundraising staff is required.
- Evening and weekend work is sometimes required.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name