



Background Information on Clark College

Clark College, the largest and oldest higher education institution in Southwest Washington, plays a pivotal role in the economic vitality of the region. Founded as a private, two-year junior college in 1933, Clark received initial accreditation in 1936-37 and quickly became a public institution. It is now part of the 34-member statewide body for community and technical colleges.

The college received accreditation from the Northwest Association of Schools and Colleges in 1948 and has continued to maintain that standing. Career-technical and health science degree programs and certificates, as well as academic transfer fields of study, are a focal point of education at Clark College. Today, Clark College serves about 16,500 students at its main campus, Clark College at Columbia Tech Center, Clark College at Washington State University Vancouver, and Clark College at Town Plaza.

Clark College has co-admission agreements with Concordia University, Marylhurst University, Portland State University, and Washington State University Vancouver to provide pathways to baccalaureate degrees. We also expand access to education by making it possible to earn an associate of arts degree through our rapidly growing eLearning program, and to complete university degrees at our campus. Currently, students can earn a bachelor's degree in Technology, Dental Hygiene and Social Work and a master's degree in Social Work from Eastern Washington University at Clark College.

Background Information on Clark College Foundation

Clark College Foundation, established in 1973, serves Clark College as its fundraising arm. The Foundation seeks private support for the college to bolster its growing role as the economic and educational engine for the region. The Foundation provides over \$600,000 annually in scholarships and since 1999 has directed in excess of \$30 million of donor support to Clark College for a wide array of programs, facilities, and services. This support has allowed the college to provide our students a margin of excellence simply not possible through state funding alone.

However, against the backdrop of dwindling state funding for higher education, the role of the Clark College Foundation is shifting as we strategically position ourselves for generating private support toward the college for all aspects of its operations. The foundation has a golden reputation for adhering to the highest standards in donor relations, excellent investment management practices, and donor-centered and mission-driven fundraising. As a result, the foundation was selected as one of 34 colleges and universities in the United States to receive the Circle of Excellence Award from the Council for Advancement and Support of Education (CASE).

The foundation embraces an environment of entrepreneurship which has built an asset base in excess of \$70 million today. Currently in the early stages of a comprehensive campaign, Clark College Foundation is building an infrastructure that will position it for successfully completing this charge within the next 36 months. In that regard, the foundation is seeking to attract and retain qualified employees who subscribe to the mission of the foundation and the college, and who will complement our team in our endeavors to ensure a bright future for the residents of Southwest Washington through philanthropic support of education.



Director of Charitable Gift Planning Qualifications and Responsibilities

Clark College Foundation seeks applications for the position of Director of Charitable Gift Planning. The ideal candidate will be a dynamic, self-motivated, and hands-on professional who work in tandem with the Vice President of Development and other members of the foundation team to expand private support toward Clark College. The Director of Charitable Gift Planning will be a member of a team of professionals at the foundation whose mission is to inspire the joy of philanthropy in support of student success and program excellence at Clark College.

Reporting to the Vice President of Development and working closely in this capacity, (s)he will be charged with building, sustaining, and growing relationships with individuals and organizations to garner their charitable support toward Clark College. The incumbent will be a results-oriented individual who will maintain a robust portfolio of relationships and constantly seek to elevate donor engagement to higher levels in support of Clark College and Clark College Foundation. (S)he will have demonstrated experience in cultivating, soliciting and closing substantial gifts with tangible skill in expanding and cultivating existing donor relationships over time. The successful candidate will understand the complexity of the varied constituencies of the institution and will be proactive in working with wide audiences while also demonstrating sensitivity to the needs and goals of all donors, alumni, and the greater community. (S)he will have a flexible and adaptable style who can positively shape both strategic and tactical fundraising initiatives while also having the ability to manage resources to produce a high return on investment.

The Director of Charitable Gift Planning must be able to interact with individuals from diverse walks of life, backgrounds, cultures, and experiences. (S)he will have a proven track record of relationship-building and who readily gains and maintains the trust and confidence of those around him/her including colleagues, supervisors, donors, clients, volunteers, etc.

Commitment to and knowledge of ethical use of information, ability to handle multiple priorities with attention to detail and timely completion of tasks, excellent written and verbal communication skills, evident experience in project management and event planning, collaboration and teamwork are all necessary requirements for this position.

The ideal candidate will possess a bachelor's degree, and 7 years to 10 years of progressive employment experience. Preference will be given to individuals with an advanced degree and/or those who possess specialization in financial planning, estate planning, fundraising, etc.

Although direct fundraising experience – especially in a higher education setting – is deemed desirable, individuals from other backgrounds (such as the financial sector, legal profession, sales and marketing) are encouraged to apply.

Experience and proficiency with Microsoft Office, Outlook, Crescendo, The Raiser's Edge (or similar constituent relationship management software) is preferred.



Director of Charitable Gift Planning Applications

Your application packet must include:

- Letter of application indicating why you are interested in this role
- Résumé (please include start and end date of employment for each position)
- Names and contact information of five professional references (at least two of which must have been immediate supervisors)
- Three writing samples

Please e-mail or mail your application materials (or pre-application questions) to:

Mr. Ara Serjoie – aserjoie@clark.edu
Vice President of Development
Clark College Foundation
CCF 039
1933 Fort Vancouver Way
Vancouver, WA 98663

Position is open immediately and will remain so until filled. Review of applications will begin on March 1, 2012. Salary range \$69,500-\$77,500 commensurate with qualifications and experience. Excellent benefits include medical, dental, and vision coverage; generous retirement plan; life insurance; holidays; vacation and sick leave, as well as education/tuition benefits for related fields of study.