



## **Job Announcement**

### **DIRECTOR OF ANNUAL GIVING AND SPONSORSHIPS**

#### **Background Information on Clark College**

Clark College was founded as a private, two-year junior college in 1933 and was granted initial accreditation in 1936-37. Clark quickly became a public institution and 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 serves about 12,000 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 bachelor's degrees 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 partner. The foundation garners private support for the college in a variety of ways, including scholarships, program dollars and facilities. The foundation provides \$1 million annually in scholarships, awards and other types of student financial support. In addition, since its inception the foundation has directed more than \$60 million of donor support to Clark College for programs, facilities and services. This support allows the college to provide our students a margin of excellence simply not possible through state funding alone. Clark College Foundation has a steadfast commitment to student success, with the highest standards in donor relations and excellent investment management practices that have served as the cornerstones of the foundation's achievements. The foundation embraces an environment of entrepreneurship, which has built an asset base in excess of \$100 million. The foundation recently announced the public phase of a comprehensive campaign to raise \$35 million. The foundation is seeking to attract and retain qualified employees who subscribe to the mission of the foundation and who will complement our team in our endeavors to ensure a promising future for the residents of Southwest Washington through philanthropic support of education.

## **Director of Annual Giving and Sponsorships Responsibilities**

Clark College Foundation seeks applications for the position of the Director of Annual Giving and Sponsorships. The ideal candidate will be a dynamic, self-motivated and hands-on professional who will lead and expand the efforts to attract annual gifts and sponsorship commitments to the foundation.

The Director of Annual Giving and Sponsorships will be responsible for recruiting, hiring, training, supervising and managing students in order to maintain a full schedule of callers. (S)he will manage all tracking and reporting functions for a phonathon; assist in preparing calling segments from the database and manage the calling pools utilizing RuffaloCODY CAMPUSCALL software, and monitor nightly calling statistics and performance. (S)he will develop a program to enhance the retention rates of the callers using proven training techniques, incentives and effective management abilities.

(S)he will oversee the direct mail and email communications and track the success of all categories of donors. (S)he will develop a program to enhance retention rates of donors and increase average donor gifts. (S)he will also maintain an active portfolio of donors to communicate with and meet. (S)he will also motivate and track annual gift requests made by colleagues.

This position will also manage an Employee Campaign intended to increase the number of donors and total annual giving by Clark College employees. (S)he will maintain a current and robust presence on Facebook, effectively working to increase traffic to the site. (S)he will provide other support for the various functions of the Annual Fund and overall development endeavors of the foundation.

This position will also oversee and direct the outreach to attract and retain sponsorships by businesses for regular events and for yearly sponsorships of the college.

## **Major Job Responsibilities**

- Manage, oversee and monitor communications and requests for all annual gifts less than \$10,000.
- Train, manage and oversee student caller program
- Oversee and track all written and email communications requesting annual gifts.
- Track success of various annual giving approaches in an effort to increase retention rate of donors and attract new donors.
- Establish relationships with campus colleagues while implementing employee giving program.
- Maintain large portfolio of donors to thank and steward.
- Meet with a smaller group of donors targeted for increased giving.
- Oversee and manage efforts by all fundraisers to attract sponsorship gifts from companies.

## **Director of Annual Giving and Sponsorship**

### Qualifications

- Bachelor's degree and a minimum of four years' experience in a nonprofit or sales environment.
- Experience with an annual giving program.
- Sales and marketing experience with either a nonprofit or for-profit organization.
- E-communication experience.
- Critical thinking skills.
- Experience with Raisers Edge or other relational database preferred.

## **Director of Annual Giving and Sponsorships Applications**

Your application packet must include:

- Letter of application
- R sum 

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

Amanda Witt (awitt@clark.edu)  
Clark College Foundation  
CCF 039  
1933 Fort Vancouver Way  
Vancouver, WA 98663

Applications will be accepted through December 31, 2018, or until filled. Position is open immediately and will remain so until filled. Salary range \$55,000-\$78,000 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.