

**Associate Director of Development
Clark College Foundation
Job Description**

Title: Associate Director of Development

Department: Development

Reports to: Vice President of Development

Salary Range: \$60,000-\$70,000

Supervises: NA

Effective date: TBD

General Position Summary:

Reporting to the vice president of development and partnering with the development staff as well as the greater foundation and college teams, this position is responsible for primarily securing major gifts from \$10,000 - \$75,000 (including but not limited to cash, stock, planned, in-kind and real property) from entities (corporations and foundations) and individuals (including alumni and friends) at a local, regional, national and international level in support of Clark College and its programs and projects.

The successful associate director of development will identify, cultivate, solicit and steward individuals and entities at the major gift level to support identified priority programs and projects at Clark College. The level of a "major gift" may be adjusted depending upon the needs of the foundation and the college. The associate director will be actively engaged in working to establish long-term associations and strengthen existing relationships that will result in funding for the immediate and long-term needs of Clark College and the foundation.

This front-line development position responds to assigned major gifts as appropriate and stewards these gifts in cooperation with the foundation team members. The associate director will coordinate her/his/their efforts with various advancement resources and staff as is appropriate, including planned giving consultants, corporate and foundation officers, and advancement services to create strategies to develop successful philanthropic relationships with donors and potential donors.

In addition, the associate director will work closely with the director of partner management and research to help identify, cultivate, solicit and manage major gift relationships. Other responsibilities include strategically creating, coordinating and attending special events; working with alumni related programs and activities; thanking donors; entering appropriate contact information into the Raiser's Edge

system to document interactions with donors and potential donors; working with Clark College administrative and academic leaders in support of development activities; developing annual budgets and work plans; reporting/monitoring her/his/their activities and productivity; and other related responsibilities as required.

Essential Functions/Major Responsibilities - 80%

1. Personally cultivate and solicit major gifts from \$10,000-\$75,000.
2. Work with the vice president of development, the director of partner management and research to develop strategic plans for identifying, cultivating and soliciting individuals and entities capable of making philanthropic contributions at the defined major gift level and higher.
3. Under the guidance and direction of the vice president for development and advancement services staff, create and maintain a schedule of contacts (as determined by the annual goal setting process) with prospective and current donors with strategic action plans attached to each individual and entity, as part of the Managed Partner System.
4. Develop and write gift proposals, in coordination and consultation with appropriate foundation staff, at the discretion of the vice president for development.
5. Develop and initiate opportunities for faculty, administrators and deans to interact with prospective and current donors.
6. Ensure that cultivation, stewardship and reporting requirements are met to sustain successful relationships.
7. Work with volunteers, board members and community professionals to further the goals and mission of the foundation and the college.

Other Duties - 20%

1. Working under the direction of the vice president of development, create and manage annual budgets and work plans for all of his/her/their development activities, ensuring the most efficient and effective use of foundation resources at all times.
2. Work with the advancement team and the Managed Partner System to effectively document all contacts with prospective donors in the associate director's assigned portfolio, utilizing Raiser's Edge as the sole tool for planning and recording all strategic actions.
3. Build successful relationships with college faculty and staff, and at the direction of the vice president for development obtains information from college entities

with the direct goal of matching their needs to the goals and direction of the most appropriate prospective and current donors.

4. Work with the annual giving and alumni relations leaders to identify and support appropriate activities that will advance the efforts of both programs.
5. Adhere to foundation's expectations relating to individual and team work performance and managing conflict.
6. Assist with the coordination and implementation of other foundation programs, activities and events as requested.

Note: The responsibilities listed above may not include all duties performed by this position. Clark College Foundation reserves the right to assign other appropriate work as may be required to support the needs and purposes of the organization.

Job Scope:

Position encounters frequent new and varied work situations, which involve a moderate degree of complexity. Complexity is due to interactions with diverse groups of people and involvement with varied projects and responsibilities of the CEO, Board of Directors, Development, and Administrative staffs. Position requires working from some established procedures, but often determining own practices and procedures for assigned responsibilities. Operates independently with appropriate supervision and as a team member and team leader. Must maintain confidentiality regarding decisions and documents.

Supervisory Responsibility:

This position has no supervisory responsibility.

Interpersonal Contacts:

1. One of the most important things nonprofit organizations need to do is build relationships; building relationships should be front and center in everything that is required of this position.
2. Contacts are normally made both inside and outside the organization. Contacts are made in person, by phone, by e-mail, or a virtual platform such as Zoom, with Board members, committee members, donors, alums, community leaders, and campus staff and faculty, and frequently involve confidential/sensitive information.

Specific Job Skills:

Outstanding interpersonal and communication skills, both oral and written, including the ability to draft reports, correspondence, meeting minutes, and copy and to edit the writing of others. Ability to operate a personal computer, standard office software programs, and office equipment (photocopier, fax, phone). Outstanding organizational skills, including helping others (both subordinates and executive staff) in organizing their work and priorities. Skill and aptitude to supervise and mentor other staff. Ability to manage multiple priorities and entire projects, including coordinating projects that involve participation from multiple individuals. Ability to make decisions within a shared decision-making environment and exercise sound judgment, including knowing when to act independently and when to seek guidance/input before taking actions. Flexibility to adapt to changing and sometimes conflicting priorities. Ability to maintain a professional demeanor and service orientation at all times, including in stressful situations.

Mental and Physical Requirements:

Requires interpersonal skills, teamwork, and the ability to read, write, speak, and understand English at a level necessary to successfully perform assigned responsibilities. Decision-making, discretion, problem analysis, customer service, and independent judgment or action are required. The need to hear, talk, sit, handle, and use repetitive motions of hands/wrists is frequent. Some lifting is required.

Education and/or Experience:

Associate or bachelor's degree in a relevant field preferred. Four to six years of experience in progressively responsible administrative support positions, or two years in an administrative or program supervision/management position, or an equivalent combination of education and experience is required.

Job Conditions:

The position is a full-time, 40-hours per week position, generally during the hours of 8 a.m. and 5 p.m. However, the position requires the flexibility to work occasional evenings, weekends, and altered schedules to accommodate project deadlines, donors/alumni needs, and meetings/events that occur outside of usual business hours. Access to and ability to operate a motor vehicle and provide proof of automobile insurance and possession of a current driver's license.