

# Clark College Foundation Job Description

Title: **Director, Development and Partner Giving**

Department: Clark College Foundation

Salary Range: \$80,000 to \$90,000 (commensurate with qualifications and experience)

Benefits include vacation/sick leave; paid holidays; medical, dental, life and long-term disability insurance; retirement plan with employer match; flexible spending account (FSA) option; and tuition reimbursement.

Reports to: VP of Development

## General Position Summary:

Clark College Foundation, in direct support of Clark College and its mission, is currently accepting applications for a full time, exempt **Director of Development and Partner Giving** (Director). Reporting to the VP of Development, the Director will work closely with the Clark College Foundation CEO and Advancement Services to identify, qualify, cultivate and solicit major gifts to support the work of Clark College. They will manage a list of major gift prospects and include a strong stewardship plan; a high level of prospect contact; and creative and strategic thinking to advance the foundation's fundraising efforts. The Director works collaboratively with the foundation team, as well as all members of Clark College's community.

The position requires flexibility to work occasional evenings, weekends and altered schedules to accommodate project deadlines, donor needs, and meetings/events that occur outside of usual business hours.

This employee must live within a commutable distance to Clark College's campus in Vancouver, Washington, but will be eligible to work remotely a minimum of two days per week.

At Clark College Foundation, we value equity, diversity and inclusion. We are committed to growing, learning and supporting our employees.

## Essential Functions/Major Responsibilities:

The successful candidate must be willing to bring their commitment to diversity, equity and inclusion, as well as expertise and creativity to effectively communicate and steward high-level donors. Specifically, the position will:

### **Donor Relationship Management**

- Raise \$1 million or more per year for projects that align with Clark College's strategic plan goals in outright, deferred and bequest gifts through strategic solicitations with current and prospective donors.
- Manage a portfolio of up to 150 major gift prospects who have the capacity to make a commitment of \$50,000 and more (over 5 years) by developing and implementing comprehensive cultivation, solicitation and stewardship plans.

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- Conduct regular personal visits to build relationships with current and prospective donors to Clark College/Clark College Foundation.
- Work closely with Advancement Services to create an action plan for constituents in this position's portfolio.
- Create timely contact reports (within 72 hours) using RENXT to track constituent communication.

## Campus Collaboration

- Under the direction of Clark College Foundation's CEO and VP of Development, work with Clark College's president, executive cabinet, deans, faculty, faculty emeriti, board members and volunteers to advance Clark College's mission.
- Coordinate with Clark College Foundation team members who manage planned giving, annual giving, corporate and foundation giving, stewardship, prospect research, partner development and others to develop and implement thoughtful plans to strengthen, deepen and expand relationships with donors and potential donors.
- Attend appropriate Clark College and Clark College Foundation events, programs and meetings.

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 required to support the needs and purposes of the organization.

## MINIMUM QUALIFICATIONS:

- Bachelor's degree and/or equivalent work experience
- Minimum 5 years of experience in donor fundraising with a strong emphasis on stewardship. Must include demonstrable major gift (\$10,000 annually) success
- Commitment to diversity, equity and inclusion. Must demonstrate the ability to work with and honor all backgrounds
- Exceptional interpersonal skills
- Demonstrated ability to communicate effectively, both orally and written
- Demonstrated ability to work independently and as part of a team
- Demonstrated ability to manage prospects from identification through stewardship
- Organized and able to demonstrate the ability to work under pressure
- Ability to maintain sensitive and confidential information

**Vaccination requirement:** As of September 2022, foundation policies regarding vaccine status follow those of Clark College. Per Washington State Proclamation 21-14.1: college employees must be fully vaccinated. Your COVID-19 vaccine status must be validated by Clark College Foundation's Human Resources office prior to the commencement of work. Requesting a disability or religious exemption would be done after a job offer has been made.

## APPLICATION PROCESS

Email a cover letter, résumé and three professional references in one PDF document, with subject "Director" to Angela Torretta atorretta@supportclark.org. No phone calls please. Final candidates

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will be asked to complete and sign a formal application form. The position is available immediately and will remain open until filled.

## **CONDITION OF EMPLOYMENT:**

Prior to a new hire, reference and background checks including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Completion of academic degrees may also require verification through receipt of official transcripts.

## **ELIGIBILITY VERIFICATION**

If you are hired, you will need proof of identity and documentation of U.S. citizenship or legal authorization to work.