

Job Classification Description

## **Director of Resource Development/CCV Non-Bargaining Unit**

Grade 15 Exempt

## **BASIC FUNCTION**

Leads the effort to build philanthropic support for the College through individual, corporate, foundation and other private gifts. Seeks support for academic programs, operations, endowment and capital needs as prioritized by the President and the President's Council. Builds strong relationships with a wide variety of donors, develops a comprehensive college fundraising program, and creates a thriving community of philanthropy at CCV.

## CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Primary responsibility for the fundraising at CCV, including: designing an effective fundraising plan; prioritizing the work of the Alumni Association; communication and collaboration with sites to enhance local fundraising; design and implementation of annual, endowment; and planned giving programs.
- Communication and collaboration with other advancement officers within the VSC.
- Participate in CCV planning as a means to support and enhance fundraising.
- Participate in College strategic thinking and planning. Communicate regularly with the President and the Dean of Enrollment and Advancement. Collaborate with the Alumni Association and its members
- Oversee the systems supporting fundraising including: gift acceptance and acknowledgement procedures; business office management and recordkeeping on accounts and gifts; database recordkeeping, and information maintenance and list/mailing production
- Creation and maintenance of electronic and hard-copy donor records system and donor and prospect cultivation plans.
- Organize and oversee activities of the Alumni Association.
- Manage a case load of donors and prospects, and implement community-wide mailings. Identify and assist in solicitation of major donors.