

CLASSIFICATION SPECIFICATION

Director of Development Services

FT/PT Class Code: 3117,3617

Pay Grade: B/C 23

FLSA: Exempt

Est. 06/01/18

SUMMARY STATEMENT: An incumbent provides administrative oversight for all aspects of the donor database, including: creating prospect, donor and gift reports for all areas of the Division; ensuring the integrity of donor and gift data; developing and managing stewardship materials; managing recognition societies; and executing gifts in accordance with donor intent. In addition, the incumbent will oversee the provision of services to the Educational Foundation such as auditor reports, scholarship coordination and end-of-year tax letters.

NATURE AND SCOPE:

The incumbent in this position reports to the vice president for institutional effectiveness and development in the Office of the President. Directly reporting to the position is a development coordinator. In addition, development staff members that have primary responsibilities for creating donor and gift records will have an indirect reporting relationship to this position.

An essential component of this position is to manage the integrity of the donor database, as well as conceptualize, analyze and disseminate complex donor data reports that advance the College's development goals. This position also ensures that gifts are executed in accordance with donor intent and oversees implementation of the College's stewardship plan and recognition societies. Typical contacts include College vice presidents, development staff, administrators, Educational Foundation staff, Campus Scholarship Committees, and auditors.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Oversees the daily administration for the production, accuracy and integrity of prospect donor reports, gift reports and donor relations collateral for use by the Board of Trustees, president, senior administrators, development councils, development staff and donors.
2. Provides leadership for the recognition of donors through the Legacy Society, President's Circle, donor walls and giving levels.
3. Oversees the daily administration of the consistent and timely implementation of the College's Stewardship Plan.
4. Oversees the coordination of donor-specific scholarships to ensure they are awarded in accordance with donor intent.
5. Serves as the primary liaison to the Educational Foundation for donor, gift and fund information and provides auditors with requested information.

PRINCIPAL ACCOUNTABILITIES, cont'd:

6. Collaborates with strategic communication and marketing staff to promote donor and alumni stories via press releases, social media posts, videos and the website.
7. Develops and manages annual planning goals and assessment related to development services.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of database software.
- ◇ Knowledge of fundraising strategies and techniques.
- ◇ Knowledge of word processing, spreadsheet, and database management computer software.
- ◇ Knowledge of College policies and procedures.
- ◇ Skills in developing and conducting presentations.
- ◇ Strong writing, organizational, and analytical skills.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to effectively communicate in both oral and written form.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.