



## **Job Classification Description**

**DEVELOPMENT OFFICER/LSC  
VSC UP PAT BARGAINING UNIT**

**GRADE 12  
EXEMPT**

### **BASIC FUNCTION**

Provide a full range of staff support to annual and long-range fundraising and development efforts of the college. Serve as a major gifts and planned giving officer for Lyndon State College, with responsibility for cultivating, soliciting, and stewarding associated donor relationships with alumni, friends, parents, businesses, and some foundations.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Participate in helping to plan, organize, and implement strategies to successfully develop and nurture long-term giving relationships with alumni, friends, and businesses that result in major gifts and planned gifts.
- Work closely with a large variety of individuals and organizations in carrying out all assigned development functions and conduct personal and telephone solicitations of alumni, friends, and businesses.
- Serve as liaison with volunteers, alumni, friends, parents, vendors, students, faculty, staff, and/or other key internal and/or external college constituencies; present information on department programs; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Develop and grow a planned giving program at Lyndon State College.
- Organize and coordinate development activities/events (such as the T.N. Vail Clambake and President's holiday party), including arranging for all necessary facilities, staffing, scheduling, advertising/promotion, and the like.
- Plan, coordinate, and carry out functions related to the administrative activities of the Office of Institutional Advancement.
- Stay abreast of developments and attend training related to key areas of responsibility.
- Maintain appropriate files and record systems related to constituent relationship management and gift management. Stay abreast of constituent relationship management technology, processes, and procedures.
- Perform other duties as assigned.

### **SUPERVISION EXERCISED**

Supervision and training of student workers.

### **SUPERVISION RECEIVED**

Supervision is received from the Dean of Institutional Advancement.

## **MINIMUM QUALIFICATIONS**

Associate's degree in appropriate discipline (bachelor's preferred), plus two to three years of relevant experience in administrative and/or higher education or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent organizational, communication, and administrative skills.
- Knowledge and experience with a variety of computer applications, including, but not limited to, Microsoft Word, Microsoft Excel, and Blackbaud's Raisers Edge or other fundraising-oriented database.
- Strong written and verbal communication skills.
- Ability to handle multiple projects and shifting priorities.
- Must be able to work a flexible schedule; some weekend and evening work required.
- Prior experience with events coordination desirable.
- Ability to deal effectively with and represent the college to a broad range of individuals and groups within and outside of the college.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**



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