



## 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/mailling 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.
- Develop and collaboratively implement cultivation programs for prospects.
- Design, develop and oversee the production of fundraising mailings and events.
- Serve as primary outreach and relationship-building representative of CCV including: building and strengthening relationships with alumni; strengthening relationships with faculty, site staff, legislators, education leaders, business vendors, and others related to CCV.
- Identify and cultivate Vermont and non-Vermont prospects.
- Communicate with the Founders and Legacy Society members.

- Manage and enhance the value of the Advisors Board.

The success of the Resource Development office and the DRD is measured through actual gifts and grants received, the strength and promise of planning, the increase in alumni and friends involvement as donors and volunteers, and the general positive level of recognition for fundraising at CCV. This is evidenced in:

- Quarterly reports on giving
- Alumni Association activity
- Increased numbers of donors
- Increased number of known prospects
- Increased numbers of volunteers and friends
- Increased giving to CCV

### **SUPERVISION RECEIVED**

Supervised by the Dean of Enrollment and Advancement and works closely with the Dean and the President. Functions as a member of the College's Advancement Team and periodically visits meeting of the President's Council. Works closely with the Business Office and to assure correct and thorough recordkeeping.

### **SUPERVISION EXERCISED**

Recruits and supervises fundraising volunteers.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree and three to five years of professional experience in a related field.

Areas of expertise:

- Fundraising, sales or other forms of resource development
- Excellent written and verbal communication skills and math skills
- All Microsoft applications, particularly Excel and fundraising database experience.

**This general outline illustrates the type of work that 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.**