VSC
VERMONT STATE COLLEGES

Job Classification Description

DIRECTOR OF DEVELOPMENT/JSC **Grade 14**
VSC – UP PAT Bargaining Unit **Exempt**

BASIC FUNCTION

To plan, direct and coordinate College development programs to support annual and long-range fundraising and alumni programs and to incorporate the College goals and within the activities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Plan, implement, organize and administer a comprehensive development program to advance the college financially and academically, including: major gifts, foundation grants, annual fund drive, endowment drive, capital campaigns, planned giving campaigns and special campaigns, and special projects.
- Oversee all of the specific activities of assigned development functions, including operating systems and methods; develop and modify programs, activities and methods, in accordance with institutional objectives and current trends.
- Develop and maintain links with donors through publications and regular contact; plan, carry out or coordinate development contacts, trips and events
- including those of the President.
- Conduct ongoing and special research to locate information on grants, foundations and donors that have the potential of meeting the needs of the College and the development goals; oversee and prepare grant reports as needed.
- Compile, maintain and administer appropriate department records for alumni, and other donors, gifts, grants, and endowments; prepare regular and special reports for the President, senior administrators, trustees and the Alumni Council.
- Plan, implement, administer, and coordinate the specific programs, functions and services of the Alumni Office; serve as liaison with the Alumni Council, act as executive secretary; attend all board meetings; conduct annual membership drives; maintain membership records and other Foundation records; coordinate/assist with special events and projects.
- Edit and prepare text for a variety of development publications.
- Keep abreast of current college programs, policies and procedures.

- Plan, organize and participate in the annual phonathon, class reunions, homecoming and alumni activities and other development events; coordinate arrangements events, plan and lead meetings with volunteers, handle publicity, prepare/coordinate guest lists and the like.
- Confer regularly with the President, JSC administrators, staff, faculty, alumni, student groups, and other internal constituencies to plan, coordinate and evaluate programs/activities, gather and disseminate information, resolve problems, and the like.
- Represent the College on development related committees and work closely with Office of the Chancellor administrators and others within the VSC and external constituencies on a wide range of development functions.
- Keep abreast of current trends in higher education development programs.
- Perform other related duties as assigned.

SUPERVISION RECEIVED
Direction is received from the Dean of Institutional Advancement.

MINIMUM QUALIFICATIONS
Bachelors Degree in Business, Education, Public Relations or other appropriate discipline with masters preferred, plus four to six years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad-based knowledge and skills related to institutional development programs and operations, with higher education experience preferred.
- Proven record of fund-raising experience.
- Excellent communication, public speaking and writing skills.
- Strong planning, organizational, administrative, supervisory and budget management skills.
- Ability to deal effectively with and represent the College to a broad range of individuals/groups within and outside of JSC.
- Experience working with volunteers and planning special events.

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.