

JOB DESCRIPTION

JOB TITLE: Director of Development

REPORTS TO: Dean of Institutional Advancement/Executive Director of the Foundation

BASIC FUNCTION: Raises funds for the PHCC Foundation to ensure that the College has sufficient resources to carry out its mission. Cultivates, solicits and writes proposals for prospective private-sector donors. Assists with the design, implementation and management of campaigns to raise funds from foundations, corporations and individuals.

CLASSIFICATION: Managerial and Other Academic Personnel

DUTIES AND RESPONSIBILITIES:

1. Assists with design and implementation of funding campaigns.
2. Assists with the development of fund-raising materials, marketing and communication.
3. Conducts donor prospect identification, tracks prospects through moves management, and prepares donor reports.
4. Assists with managing the development of programs and campaigns to secure private funding for various initiatives of College.
5. Writes proposals for corporations, foundations, organizations and individuals.
6. Conducts cultivation and solicitation of prospective donors.
7. Makes a *minimum* of 100 personal visits to potential and current donors annually.
8. Serves as liaison to planned giving and estate planning professionals and works with the Foundation's Planned Giving Committee.
9. Utilizes and make recommendations to maximize the effectiveness of Raiser's Edge.
10. Manages the major gift prospect list.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Required: Bachelors degree from a regionally accredited institution; three (3) years of full-time fund-raising paid work experience for educational or nonprofit organizations; and proven success in soliciting and securing individual and corporate/foundation major gifts. Must possess advanced oral and written communication skills; the ability to represent the College and Foundation to potential donors; ability to make presentations and develop written, printed and electronic communication materials; excellent organizational and technology skills; and the demonstrated ability to secure gifts and develop relationships in a variety of settings. Preferred qualifications: Masters degree; experience with Raiser's Edge, and working knowledge of planned giving.