



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement- Deadline Extended

Posting Date: July 15, 2021

Closing Date: August 12, 2021

POSITION: RESOURCE DEVELOPMENT OFFICER

QUALIFICATIONS:

- ◆ Bachelor's degree in Marketing, Communications, Business, Education, or related field **required**.
- ◆ Experience in operating Excel, DonorPerfect, Raiser's Edge, Salesforce, or similar fundraising software to track, sort, format, and analyze data for a variety of purposes including reporting and data analysis **required**.
- ◆ A minimum of three years of experience in resource development and administration with a proven record of solid fundraising performance and leadership *preferred*.
- ◆ Commitment to maintain confidentiality and a high degree of accuracy in alumni and donor records.
- ◆ Excellent interpersonal, communication, and presentation skills, to transcend diverse audiences.
- ◆ Proficient in Microsoft Word and other administrative computing systems.
- ◆ Ability to work an irregular schedule, evenings, or weekends as needed.
- ◆ Proven self-starter with an entrepreneurial spirit; motivator, strategic thinker, and innovator with the ability to set priorities.

DUTIES:

- ◆ Plan, develop, and manage the implementation of an aggressive and comprehensive resource development strategic plan to secure and steward donated monetary and in-kind donations through major gifts; an annual giving campaign; individual, employee and corporate gifts; scholarship endowments; and planned giving.
- ◆ Manage campaign and solicitation strategy for the Cardinal Foundation Board, committees, and development team.
- ◆ Responsible for the identification, cultivation, solicitation, and stewardship of individual major donors to the College and Cardinal Foundation.
- ◆ Develop and provide reports to the College President and Foundation Board that measure progress toward goals including the return on investment for each fundraising appeal and event.
- ◆ Manage operations that support fundraising, such as database management; prospect research and management; donor acknowledgement and communication; and establishment and management of fund agreements.
- ◆ Develop and oversee multiple fundraising initiatives to meet annual revenue goals for the College and Cardinal Foundation.
- ◆ Work with the Foundation/Alumni Association Board of Directors to design and implement special events created for fundraising, cultivation, and/or donor recognition purposes.
- ◆ Reconcile financials monthly, monitor the budgets for the Foundation and Alumni Association, authorize and approve Foundation expenditures; manage the annual audit process, and work closely with the President and Board of Directors to ensure the most advantageous investment plan.
- ◆ Perform prospect research on foundations and corporations to evaluate grant possibilities.
- ◆ Work with the Foundation and Alumni Board Chairs to ensure all business is conducted in accordance with the approved By-laws.
- ◆ Oversee Foundation and Alumni Association events designed to build relationships and advance fundraising efforts.
- ◆ Support Foundation and Alumni Association Board of Directors by planning and preparing for meetings, preparing agendas and related documentation, and recording minutes of meetings.
- ◆ Coordinate Foundation/Alumni activities with PR and Marketing staff to ensure efforts and projects

are concentrated in areas of greatest need and interests.

- ◆ Work closely with the President to educate the public as to the College mission, vision, goals, and opportunities to support the College.
- ◆ Cultivate relationships with individuals and leaders of the local business in the communities in which Gadsden State serves.
- ◆ Maintain records related to Foundation and Alumni Association activities and results.
- ◆ Pursue continued professional development.
- ◆ Serve on College committees as assigned.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform related work as assigned by the President/Designee and the Public Relations and Marketing Director.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

September 1, 2021

SALARY:

Salary Schedule C3 - \$40,000 - \$60,000

APPLICATION DEADLINE:

August 12, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume, (d) copies of transcripts of postsecondary education; and (e) one-page statement of fundraising philosophy.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. BOX 227
GADSDEN, AL 35902-0227
(256) 549-8236
jobs@gadsdenstate.edu**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.
Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.