

**CROWDER COLLEGE
POSITION DESCRIPTION**

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| Status: FT, 12 months | Title DIRECTOR OF INSTITUTIONAL ADVANCEMENT |
| Revised: 09/26/17 | Department INSTITUTIONAL ADVANCEMENT |
| Level: Administration | IPEDS ADMINISTRATION |
| FLSA: Exempt | Reports to COLLEGE PRESIDENT |

POSITION SUMMARY

The Director provides leadership in the development of a comprehensive, strategic fundraising and giving program to support the mission of the College, including oversight of all annual, major, planned, and campaign projects. The Director supervises the daily operations of the Office of Institutional Advancement, which includes Grants, Alumni Relations, and the Foundation. The Director is responsible for leadership in implementing strategies to cultivate positive relationships with current and potential donors, alumni, and college personnel. Further responsibilities are the oversight of the financial business of the Foundation, including investment and budget management, and the coordination of the Crowder College Foundation scholarship program. The Director reports to and works closely with the President to provide support to and coordination between the Foundation Board and the College.

MAJOR FUNCTIONS

1. Cultivate and support a strong and active Board of Directors for the Foundation.
2. Provide coordination for all fundraising activities of the College and the Foundation.
3. Communicate with the Foundation Board, College President, and staff department goals and projects.
4. Working with the Foundation Board President and Executive Committee, coordinate and attend all Foundation Board and Committee meetings.
5. Establish and maintain relationships with area individuals, business/industry leaders, Crowder employees, civic organizations, students, alumni, Foundation members, and the general public.
6. Generate new revenue from corporate and private funders.
7. Coordinate with College administration to cultivate new donors to provide annual support for instructional and student support programs.
8. Work with the College and the Foundation in the planning of capital campaigns.
9. Manage the donor recognition plan, ensuring that records regarding donors are complete and accurate and that all donations and gifts are appropriately acknowledged.
10. Provide financial oversight for the department, including budgeting, monitoring, planning, revenue and expense tracking.
11. Assist in the coordination and management of Foundation and Institutional scholarship programs.
12. Evaluate programs and determine best use of resources, make recommendations, and help guide decision-making.
13. Oversee, review, and assist with the acquisition of federal, state, and private grants to support the mission and strategic direction of the College.
14. Oversee and attend all Foundation events and attend appropriate College events.

15. Support the President in the accomplishment of the College mission and the executive of the Strategic Plan.
16. Serve as the Secretary of the Crowder College Facilities Corporation.
17. Craft letters and other documents for frequent written communication duties.
18. Fulfill other duties as assigned by the President which job-related circumstances may demand.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree in communication, education, business, public relations, or other applicable field required. Master's degree in related field preferred.
2. Experience in fundraising and organizing events.
3. Excellent communication and interpersonal skills.
4. Demonstrated ability to work with and communicate effectively with all constituencies of a diverse community.
5. Ability to plan, organize, delegate, and implement responsibilities effectively.
6. Well developed spelling, grammar, and proofreading skills.
7. Ability to establish and maintain positive working relationships with students, staff, other professionals, alumni, Foundation members, and the public.
8. Ability to handle confidential material judiciously.
9. Ability to use technology for professional productivity and effectiveness.
10. Ability to work independently with a minimum of supervision.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software, MS Office including Publisher and Excel.
2. Ability to learn and use Jenzabar software program.

POSITIONS SUPERVISED

Institutional Advancement staff, which includes Grants, Alumni Relations, and the Foundation

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals with adjustments for event setup and breakdown. Job requires considerable hands-on event related work.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work will be required on numerous occasions.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Office administration work involves sitting much of the time but will involve mobility within the campus and various sites.
2. Other activities may require lifting up to 35 pounds and moving materials from one place to another.
3. Input, access and distribute information using computers.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.
3. Ability to analyze financial documents and make investment recommendations.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including donors, staff, students and the general public, in both written and oral mediums.
2. Excellent writing skills.