

DIRECTOR OF DEVELOPMENT

Reports to: President
Classification: Full-time, 12-month Employee
Pay Status: Administrator, Exempt
Fringe Benefits per Board Policy
Salary range: \$50,000 - \$60,000
Revised Nov. 2022

Purpose of Position: This position reports to the President and also acts as the liaison to the NCCC Foundation Board of Directors and the NCCC Alumni Board. The position is responsible for planning and implementing all development/fundraising and alumni activities for the organization. Essential functions include, but are not limited to:

Essentials Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Development

1. Plan and coordinate all aspects of the development, including strategic and tactical planning, research, cultivation and solicitation, stewardship, media relations and publications for the NCCC Foundation;
2. Plan and implement annual and long-range resource development program and fundraising Foundation goals;
3. Identify, cultivate, solicit and provide stewardship of individual donors;
4. Seek foundation funds that assist the college in meeting its mission at the direction of the president;
5. Raise funds for scholarships, special projects, and other areas as directed by the president, and in conjunction with the Foundation;
6. Plan and implement annual fundraising events to support the mission;
7. Assist the athletic director in development activities to support the athletic programs of the college;
8. Maintain an alumni list for the Alumni Association, plan alumni events, develop an alumni communication network, and develop an alumni gift program;
9. Attend NCCC Foundation meetings, support its mission, and serve as its liaison to the college and the community;
10. Coordinate and cooperate with the college chief financial officer to insure all institutional accounting procedures are followed and maintain accurate records on scholarships and other Foundation initiatives;
11. Develop the annual budget for the Foundation; and,
12. Perform other duties as assigned by the president.

Experience and Education

1. Bachelor's degree required. Certification as Fund Raising Executive or Master's degree preferred.
2. Four years professional experience in development/fundraising, with track record of raising major gifts at the \$10,000 gift level preferred.

Required Knowledge and Abilities

1. Proven track record in annual and capital campaign fund raising.
2. Experience in developing and managing budgets.
3. Excellent written and verbal communication skills required.
4. Knowledge of strategic planning.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.

Application

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Director of Development, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. NCCC employment application available at www.neosho.edu/Careers.aspx. Review of applications begins upon receipt

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>