

# GORDON COLLEGE

## *Position Description*

### **Title: Director of Development**

**Function:** Under the general supervision of associate vice president for advancement, the director provides departmental oversight, implementation, and fiduciary responsibility for sustained giving, restricted giving, and research. The incumbent will supervise these team members and coordinate the setting of strategies toward achieving the College's fundraising goals per revenue stream. The incumbent directly implements all philanthropic research working with members of the sustained giving team. The director is also responsible for supporting the associate vice president of advancement in the day to day management of the campaign and events. To accomplish this, the director is a campus leader working cross departmentally.

### **Description of Duties and Tasks:**

#### **Essential Responsibilities:**

1. Is responsible for meeting the College's restricted and sustained giving goals. Supervises the sustained giving team to create an annual fundraising plan to meet the goals for various constituencies, i.e. Partners, participants, alumni participation, etc.
2. Oversees fiscal management in conjunction with key departments and provost for all donor funded restricted annual and/or endowed accounts (over \$50M including annual restricted scholarship; grants; and general project restricted accounts). Ensures donor intent is met, complies with IRS regulations, and works with account owners on spending plans.
3. Principal for philanthropic research. Works with the president, the senior vice president for advancement, the provost and any other cabinet member or their designee to implement a full fundraising cycle including research, cultivation, solicitation, and stewardship for all areas of the institution.
4. Is responsible for restricted budget oversight. Coordinates with the vice president of finance and new business development and the controller to set appropriate budget allocations for restricted gifts.
5. Works with the the associate vice president of advancement and the Major Gifts team to meet restricted giving goals.
6. Is a member of the core management team and leads regular wider management team meetings.

#### **Additional responsibilities:**

1. Represents the College in other ways as requested.

#### **Required knowledge, skills and abilities:**

The incumbent must be skilled in administration and organization and demonstrate success in grant/sponsored project fundraising and individual donor solicitations. He/she must possess the ability to lead others and embrace the philosophies and objectives of Gordon College.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position.
2. Previous experience and leadership in planning and implementing a comprehensive fundraising plan.
3. Demonstrated success in writing of proposals, appeals and other communications internal and external to the College.
4. Ability to effectively interact with diverse constituencies including donors and prospective donors, college administration, deans, advisory boards, department chairs, faculty and staff.
5. Demonstrated strong communication and relational skills.
6. 7-10 years of experience in progressive fundraising department responsibilities.
7. Proven track record for managing successful fundraising initiatives while staying abreast of current trends and best practices in philanthropy.
8. Demonstrated success in project management with strong organizational skills, ability to set priorities, stay on budget, meet deadlines while balancing multiple projects.
9. Mature judgement in handling sensitive and confidential information required.
10. Ability to plan strategically, think critically, and speak/negotiate persuasively.
11. Demonstrated experience with budgets and accounting principles.
12. Ability to serve as an effective spokesperson on a variety of college issues that may be of interest to alumni and donors.

Position Code: DEV-DRDEV-1

Grade: 7

FLSA Status: Exempt