

**Ivy Tech Community College - Evansville**  
Director of Development

**CLASSIFICATION:** E2

**GENERAL PURPOSE AND SCOPE OF THE POSITION**

The Director of Development will be an integral member of the Evansville campus development team, reporting to the Executive Director of Resource Development and is responsible for developing, implementing, and evaluating a comprehensive set of strategies to convert prospects into donors and to encourage continued and increased giving by current donors to meet the strategic goals of the institution.

**MAJOR RESPONSIBILITIES:**

**Fundraising**

- Solicit individuals, corporations, foundations, and organizations for annual, major (up to \$100,000 and greater when appropriate), and planned gifts towards annually determined goals to meet the strategic priorities of the campus and College.
- Coordinate and execute the advancement of relationships with prospective donors through appropriate stages of the donor cycle (identification, qualification, cultivation, solicitation, and stewardship) to support giving aligned with the strategic plan and funding priorities.
- Identify new prospective donors with interests aligned with the campus's needs.
- Self-motivated to manage donor portfolio.
- Utilize existing channels of giving to engage donors in a meaningful manner and aid in identifying and developing new channels of giving related to the institution's strategic goals.
- Collaborate with academic partners and the grants department in the Foundation Office (Systems Office) to identify and submit grants proposals to support College initiatives.
- Develops and implements fundraising programs, activities, and budgets to increase resources for campus (and/or site) priorities.
- Provides support by involving campus staff and community volunteers in development efforts.
- Coordinates contact and solicitation of multi-campus and statewide donors with appropriate staff from Foundation Office and other affected campuses and/or sites.
- Assist Executive Director of Resource Development in strategy development and implementation for Development Department.

## **Community Outreach and Board/Council Relations**

- Builds partnerships with community groups, employers, customized training clients, foundations and individuals to further the mission of the College and bring in resources to support students, faculty, and programs.
- Engages Foundation Board of Directors, Campus Board of Trustees, and other local campus boards or councils as active members in the development process and encourage their own philanthropic support of the College.
- Represents the College at community events and through community organizations in order to identify new avenues of additional philanthropic support for the College.

## **General**

- Ensures effective records maintenance, including recording new proposals and tracking their status and recording contact reports in a timely manner, using the Foundation's database.
- Serves as liaison between the campus (and/or site) and Foundation Office staff for coordinated projects, reports, guidelines, and development procedures.
- Assures assessment of functional area needs, investigates and develops alternative strategies, establishes priorities and goals, recommends implementation activities, and evaluates progress.
- Develops and supports the campus culture of team collaboration and commitment to delivering high-quality services and outcomes, by being student- and employee-centered.
- Creates and maintains an environment where planning, development, and delivery of services for students occur in a creative and effective manner that fosters cultural and global awareness.
- This is not to be construed as an exhaustive list. Other duties logically associated with this position may be assigned. All responsibilities will be conducted within the parameters of the Family Educational Rights and Privacy Act (FERPA), other applicable regulatory requirements, and professional standards.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree
- 3 or more years of related experience in the fundraising and development field
- Must have the ability to communicate effectively, concisely, and in a persuasive manner both verbally and in writing with a variety of constituents.
- A working knowledge of principles of philanthropy and fund raising required including annual campaigns, database management and alumni affairs.
- Must have excellent planning, time management, and evaluation skills, which includes being a self-starter and team player.
- Must be able to build partnerships with internal and external groups for the overall success of the organization.
- Must subscribe to highly ethical standards for fund raising and donor relations.
- Must deal regularly with sensitive and confidential information and financial transactions.

## **PREFERRED QUALIFICATIONS**

- Master's Degree.
- Background in fund development for a non-profit; employment in higher education.