

ASSISTANT TO THE PRESIDENT

GENERAL STATEMENT:

Serves as the Chief Development Officer of the College responsible for managing private sector fund raising and development activities. This includes planning, coordinating and directing the Annual Fund, Major Gifts Program, Deferred Giving Program, Alumni Fund Drive and special project funding, such as Capital Campaign or Endowment Drive.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree, preferably in Business Administration or related field. Master's degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Minimum of five (5) years experience in development with a proven record of fund acquisition for a non-profit organization is preferred. Excellent communication, interpersonal, organizational and client services skills are required.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Responsible for the coordination of the identification, cultivation and solicitation of prospective donors.
- Ensures the organization and execution of fund raising programs directed at individuals, corporations and foundations.
- Develops professional resources in the service area to assist in fund raising activities.
- Responsible for the management of all donor records and the receipting and acknowledging of all gifts.
- Responsible for the preparation and submission of private sector grants.
- Responsible for the planning and preparation of printed materials used in conjunction with fund raising.
- Coordinate all fund raising efforts with the TVCC Foundation.
- Other duties and responsibilities as assigned by appropriate personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Some travel is required.
- Must be willing to work a flexible schedule.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 07/24/01

Revised: 9/4/03

JD323