



Trinity Valley Community College
Job Description
Development Officer/Scholarship Coordinator

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Maximize the financial and community support to the college by seeking private contributions, increase community and student engagement initiatives,, manage scholarships program, CRM database, promise program, fundraising events, student and alumni relations, annual fund and community and donor relations program.

REPORTS TO:

Executive Director of TVCC Foundation

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree

PREFERRED:

Master's degree

EXPERIENCE REQUIRED:

Three (3) years' experience in community and student engagement, fundraising, grant writing, prospect research, and project development.

PREFERRED:

Five (5) years' experience in community and student engagement, fundraising, grant writing, prospect research, and project development.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

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|--|--------------------------------------|
| • Typing/Data Entry | • Bookkeeping |
| • Computer software proficiency – Microsoft Office | • Basic Math |
| • Operating equipment – office or otherwise | • Attention to detail |
| • Written and oral communication | • Time management |
| • Interpersonal and/or customer service skills | • Organization |
| • Public Speaking/Presenting | • Federal Regulations and Directives |
| | • Budget and accounting principles |
| | • Compliance Law |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- With the ED responsible for managing and coordinating the annual fund fund-raising for institutional priorities.

All TVCC positions are security sensitive and require a criminal background check.



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- Work closely with the ED in establishing private funding priorities.
- Responsible for developing, in concert with the ED, a sound annual fund and community/student engagement plan and set of procedures to insure good working relationships between ED and the President and efficient pursuit of private funding.
- Responsible for managing the Foundation scholarships program.
- Responsible for coordinating and managing the relationship of the institution with corporations, Foundations, and individuals from who funds are sought for various programs and projects of the units.
- Must possess an understanding of current philanthropic and public relations interests of individuals, foundations or corporations, acquired through regular contact with those individuals and organizations. It to maintain the necessary community and student relations program to keep the institution name and achievements alive in the minds of individuals, corporate and foundation executives and board members.
- In concert with the ED, responsible for planning fund-raising strategy and carrying out specific projects.
- Identifies potential sponsors and settles on the appropriate targets for funding.
- Either alone or with other organization personnel, approaches individuals, corporate and foundation officials or negotiates the terms of their support to the institution.
- Maintains records of all past and current approaches to outside funding sources so as to avoid unnecessary and undesirable conflicts.
- In concert with ED, manages the ETapestry donor database.
- Counsels institution staff members on matters relating to private funding, advising which funding sources might be appropriate for particular projects and the best manner of approaching them, and helping to formulate specific projects requiring private support.
- Develop and manage annual fund program and all campaigns
- Develop and manage promise program in coordination with the ED and President.
- Prepare institutional capability statements.
- Generate program proposal budgets.
- Manage all community, donor, alumni and student engagement programs.
- Make presentations as needed to faculty, administrative and community groups.
- Administer procedures to submit grant proposals for approval to the Board of Trustees.
- Assist the ED as required.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

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|-------------------------------------|------------------|
| • Standard office equipment | • Copier |
| • Personal computer and peripherals | • Fax machine |
| • Calculator | • Cellular phone |
| • Multi-line phone system | |

PHYSICAL DEMANDS:

- Requires: Reaching, Standing, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motion, Sedentary Work, Computer Work, Light Work
- May need: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Walking, Pulling, Lifting
- Occasionally need to: Medium to Heavy Work

MENTAL DEMANDS:

- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None

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The above job description has been reviewed with the employee and it was 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: 7/18/01

Revised: 9/30/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Exempt	TVCC Job Code:	1395
DBM:	B	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	13-2051	Employment Status:	Full-Time
Salary Grade:	175	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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