



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Development Director
POSITION NO.	502707
LOCATION	Lincoln
REPORTS TO	Associate Vice President Institutional Advancement
GRADE	BOE 15
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES:	Professional and administrative support personnel
REVISION DATE	July 2024

JOB SUMMARY:

The Development Director advances efforts to develop relationships and partnerships, secure philanthropic commitments, secure state, federal, and private grants, and engage donors and prospects for the Office of Institutional Advancement (OIA) & Community College of Rhode Island (CCRI) Foundation in support of the CCRI.

DUTIES AND RESPONSIBILITIES:

- Design and implement comprehensive strategies for cultivating, successfully appealing, and engaging current and potential donors, including individuals, corporations and foundations. Establish a sustainable donor pipeline that meets the OIA & CCRI Foundation's annual fundraising goals.
- Ensures the OIA & CCRI Foundation maintain full awareness of current and upcoming state, federal, institutional, corporate and private grant opportunities and supports the Associate Vice President of Institutional Advancement in developing annual priorities and plans for grants projects.
- Identify opportunities for CCRI and associated leaders to make contributions to annual and multiyear campaigns for donor fundraising, and planned gifts program as well as help OIA & CCRI Foundation engage external prospects for sponsorship.
- Track the OIA & CCRI Foundation donor base to identify opportunities for donors to-date, donor prospects, alumni, and volunteers to sponsor institutional priorities and plans.
- Design and produce highly persuasive and compelling promotional and other materials for appeals, personal solicitations, proposals for grants and strategic communication of the OIA & CCRI Foundation. This includes impact stories and substantive progress reports for donors.
- Plan and run fundraising events, coordinating with relevant CCRI stakeholders and identifying and negotiating with vendors on relevant operational and logistical requirements.
- Manage and train donor engagement officers of the OIA & CCRI Foundation
- Assist in short- and long-term strategic planning activities to create and implement fundraising goals and objectives.
- Work collaboratively with others in a diverse and inclusive environment.
- Conduct role with deep understanding of, and commitment to, the philosophy and mission of the college and its diverse employees, students and alumni.
- Conduct other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree required.
- Five or more years of fundraising experience with demonstrated success in securing gifts and/or significant commitments; corporate sales and marketing experience is transferrable.
- Exceptional interpersonal skills and the ability to interact effectively with leadership, donors, partners, and other key stakeholders.

- Effective written, verbal, and interpersonal communication skills
- Proven ability to research, gather data, analyze, and prepare effective, accurate and timely reports.
- Excellent planning and organization as well as time management skills.
- A high degree of attention to detail and accuracy of work.
- Ability to exercise good judgement and demonstrate an understanding of ethical considerations
- Familiarity with fundraising and technology tools (e.g. LinkedIn, Raiser's Edge NXT, Canva) as well as Excel and other Microsoft applications.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.