

Carroll Community College

Director, Major and Planned Giving

SALARY	\$2,510.31 - \$3,388.92 Biweekly \$65,268.00 - \$88,112.00 Annually	LOCATION	Westminster, MD
JOB TYPE	Full-Time - Professional	JOB NUMBER	FY23-00042
DIVISION	President's Office	DEPARTMENT	Institutional Advancement
OPENING DATE	05/23/2023	CLOSING DATE	6/13/2023 11:59 PM Eastern
FLSA STATUS	Exempt	SALARY DETAILS	This position will be placed on the College's 12-month exempt staff salary scale at grade 108. Actual salary placement based on qualifications and experience. Position includes excellent benefits package.

Job Summary

Responsible to provide leadership in planning, developing, and implementing comprehensive fundraising programs. This position is responsible for possessing knowledge and skills related to cultivating, soliciting, and stewarding complex major gifts and relationships with major donors. Must possess the knowledge and skills related to working with donors regarding complex estate or legacy gifts and the legalities and appropriateness for donors to achieve their philanthropic aspirations. This often includes working with financial planners, estate attorneys, and accountants to design a philanthropic gift plan that provides tax benefit and fulfills the desires of the donor. Responsible for prospect identification, interpretation of often complex prospect research to ensure maximized saturation of the target market, cultivation of prospective donors with substantial capacity, strategic relationship management and fundraising activities. Reports to the Executive Director, Institutional Advancement/Foundation.

Essential Job Functions

- Develops and manages substantial portfolio of major and legacy donor relationships.
- Cultivates, solicits, stewards and implements gift planning strategies of both existing and prospective donors with emphasis on upward moves management.
- Develops relationships with affluent individuals which may also include alumni and/or corporate donors who have the capacity to give in excess of \$10,000 annually.
- Meets frequently with local financial, accounting and legal professionals to promote legacy giving through their relationships with clients.
- Establishes overall donor stewardship strategies ensuring we communicate and involve major donors in the life of the college in an effective and meaningful way.
- Manage and solicit prospective donors for the President's Society (annual donors of \$1,000 or more). Identify, cultivate, and solicit of potential donors for leadership annual gifts (\$1,000+) managing to annual goals and

expectations

- Serves as the staff lead with the Planned Giving Advisory Board. Recommends potential members to the Executive Director
- Meets regularly with Board Development Committee to update and strategize major giving initiatives
- Directs the Charitable Gift Annuities Program. Identifies and enlists support of donors.
- Initiate, lead, and coordinate monthly development strategy meetings with Advancement Services to update and enact strategic engagement plans for assigned major prospects. Work with Advancement Services to interpret research and ensure saturation of the most capable target markets.
- Works with Executive Director on matters related to strategies for Foundation. Develops and recommends strategies. Acts as department lead in absence of Executive Director.
- Serves as Campaign Manager when the Foundation enters major gifts campaigns.
- Oversees implementation and strategic evaluation of use of donor database. Extrapolates donor data to include wealth screenings in plans for donor relationship building.
- Provides general support and participates in Foundation events focusing on strategic activities with donors to be embedded into each event.
- Performs other duties as assigned.

Minimum Requirements to Perform Work

- Bachelor's degree in related field (Master's Degree preferred) and minimum of five years' experience in fundraising, preferably higher education, or approved combination of education and experience.
- Ability to maintain strict confidentiality and adhere to development office conflict of interest and confidentiality policy.
- Excellent networking and relationship building skills.
- Ability to work effectively with diverse constituents, including; faculty, staff, students, College trustees, board of directors, legal and financial professionals, and affluent prospects and donors.
- Excellent organizational skills, including the ability to prioritize and coordinate tasks and projects, with attention to details and deadlines.
- Supervisory skills preferred
- Proficient computer experience (Microsoft Office); Experience with donor database software preferred.
- Must be positive, cooperative and supportive

Supplemental Information

SALARY INFORMATION:

This position will be placed on the College's 12-month exempt staff salary scale at grade 108. Actual salary placement based on qualifications and experience. Position includes excellent benefits package.

PHYSICAL DEMANDS:

The work is normally sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required:

- Hear/talk/communicate – Must be able to exchange information and communicate
- Visual Acuity/ability to perceive or detect surroundings
- Mental acuity – Able to focus, concentrate, understand and convey subject matter
- Repetitive motion (i.e. keyboarding)
- Stand/sit/walk/able to move or traverse from one area to another

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office, meeting, and training rooms; use of safe workplace practices with office equipment; computers for data entry and word processing; avoidance of trips and falls; observance of fire and building safety regulations; observance of traffic laws

when/if driving a college vehicle; and observance of College policies. Occasional travel to meetings, events and trainings. May need to work occasional weekends and/or evenings.

TO QUALIFY FOR EMPLOYMENT, SELECTED CANDIDATES MUST:

- successfully complete a criminal background check (for designated positions)
- be able to work on campus as of the first day of employment
- be a resident of DE, MD, PA, VA, WV or DC as of the first day of employment
- be currently authorized to work in the US, as the College does not offer Visa sponsorships

Carroll Community College has the right to revise this position description at any time, and this position description does not represent in any way a contract of employment.

Carroll Community College is committed to creating a diverse, equitable and inclusive environment. Carroll Community College is committed to Equal Opportunity Employment.

Agency

Carroll Community College

Address

1601 Washington Road

Westminster, Maryland, 21157

Phone

410-386-8030

Website

<https://www.carrollcc.edu/about/jobs/>

Director, Major and Planned Giving Supplemental Questionnaire

***QUESTION 1**

Please select the highest level of education you have completed. (Education details must be included in your application.)

- High School diploma or equivalent (GED)
- Technical or Occupational Certificate
- Associate Degree
- Some College Coursework Completed
- Bachelor's Degree
- Master's Degree
- Doctorate
- None of the above

***QUESTION 2**

How many years of work experience do you have in fundraising?

- Less than one year
- At least one year but less than two
- At least two years but less than three
- At least three years but less than four

- At least four years but less than five
- Five or more years

***QUESTION 3**

Do you have experience in donor database software?

- Yes
- No

***QUESTION 4**

If you answered "yes" to the question above, please list the donor database software with which you have experience. Or, write N/A if not applicable to your experience.

***QUESTION 5**

Rate your level of ability with Microsoft Office 365 products (Word, Excel, Outlook, and PowerPoint).

- Basic
- Intermediate
- Advanced
- None

***QUESTION 6**

Please briefly describe your work experience as a supervisor. Or, write N/A if you have not supervised others in the past.

***QUESTION 7**

Please describe a time that your networking and/or relationship building initiatives benefited your development goals. Please write N/A if not applicable to your work experience.

* Required Question