



Senior Development Officer – Job Description

About the Employer

Established in 1979, the Cerritos College Foundation is a 501(c)(3) non-profit organization that provides critical support for students and college programs. The Foundation has assets totaling approximately \$10 million.

Mission

The Cerritos College Foundation increases funding by engaging the philanthropic and alumni community to support the needs of our students on their educational and career journey.

About the Position

The Cerritos College Foundation Senior Development Officer is responsible for cultivating, soliciting and stewarding individuals, corporations, foundations and other organizations, with a primary focus on five-to-seven-figure gifts. The Senior Development Officer reports to the Foundation Executive Director and is a full-time, campus-based position with frequent travel, and evening and weekend hours.

Essential Functions

- Discover, Qualify, and Cultivate individual prospects, develop solicitation strategies and personally solicit annual, endowed, and planned gifts, with a primary focus on five- to seven-figure contributions.
- Develop strategies to build relationships with, individuals, corporations, and foundations. Personally solicit major gifts, bequests, and sponsorships.
- Expand and diversify the Foundation's donor base and work closely with other team members to secure funding for new and ongoing initiatives.
- Create high-quality grant proposals, case statements, gift agreements, and various donor collateral materials and communications plans (i.e., social media)
- Host campus visits and lead tours to showcase programs, services, and funding opportunities to prospective donors.
- Create and execute fundraising, cultivation and stewardship events.
- Collaborate with the Foundation Executive Director, Foundation team, and campus community to create and execute fundraising plans, campaigns, and events.
- Conduct thorough research to identify major gift prospects and develop targeted cultivation and solicitation strategies.
- Represent the Foundation at various meetings and events and make formal or informal presentations as requested.
- Work collaboratively with faculty, administrators, staff, board members and others to create fundraising strategies that prioritize student and program needs.
- Maintain records of communications in donor database.

- Perform other related duties as assigned.

Education and Experience

The position requires a minimum of a bachelor's degree in a related field, and 5-7 years of demonstrated success in a development role building relationships with high-net-worth donors and securing major gifts.

Knowledge, Skills and Abilities

- Passionate about supporting student success with a clear understanding of the community college mission.
- Demonstrated track record of solid fundraising results, and success soliciting and closing major gifts.
- Knowledge of best practices for major gift and estate planning solicitation, cultivation, and stewardship, annual fund programs, volunteer management, and external relations.
- Strong analytical skills and experience in prospect research methods and techniques.
- Ability to engage a wide range of donors and build long-term institutional relationships between them, the Foundation and Cerritos College.
- Excellent communication skills, both written and oral, including experience creating compelling, effective grant proposals and fundraising collateral materials.
- High level of technical skills including proficiency in Microsoft Office Suite, Adobe software, project management systems, social media and marketing platforms, and related software (i.e., Canva).
- Proficiency in use of donor database systems.
- Seasoned, professional with strong organizational and time management skills and exceptional attention to detail. Capable of multi-tasking and working under a high pace environment.
- Demonstrated experience planning successful fundraising and stewardship events.
- Ability to collaborate with colleagues across multiple areas as both a leader and a successful team member.
- Understanding of and sensitivity to meeting the needs of a diverse student and campus population, and community at-large.
- Must be willing to travel, and work evenings and weekend hours. Valid California driver's license required.

Salary and Benefits

- Salary Range: \$95,000 to \$105,000 annually
- Benefits: Medical, Dental, Vision, Life Insurance and 401K plan
- PTO
- 1 remote day per week

Application Procedure

To apply, email your resume and cover letter to the ejurado@cerritos.edu

Review of applications will continue until the position is filled.

Equal Opportunity Employer

No person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability.