

**Senior Development Officer - Fundraising & Donor Relations
Maricopa Community Colleges District Office**

Job ID: 322304

Location: District Support Services Center

Full/Part Time: Full Time

Regular/Temporary: Regular

Salary Range

\$73,670.00 - \$95,771.00/annually, DOE

Grade

119

Work Schedule

Monday - Friday, 8am - 5pm
Summer Hours: Monday - Thursday, 7am-6pm

Work Calendar

12 Months

Maricopa Summary

10 Colleges. Unlimited Opportunities.

The Maricopa County Community College District is one of the largest community college systems in the nation. Home to 10 individually accredited community colleges and 31 satellite locations, we proudly serve students in every corner of the Valley. Each day, our dedicated faculty, staff, and administrators, live out our vision—

<https://district.maricopa.edu/governing-board-operations/board-policies/1-vision-mission-values-and-strategies/1-0#:~:text=Our%20Mission%3A%20The%20Maricopa%20Community,we%20serve.>

We focus on people—not profits.

With 100% acceptance, zero rejections, and affordable tuition, we provide the flexibility and support our students need to succeed in and beyond the classroom. <https://www.maricopa.edu/colleges>

We don't just support our community—we help build it.

We are the largest provider of workforce development training in the state. The activities of our colleges and their students support one out of every 28 jobs in Maricopa County. <https://www.maricopa.edu/industry/impact>

We believe our employees are our most valuable asset.

Our 10 colleges and District Office support nearly 10,000 jobs and careers throughout Greater Phoenix.

Join us in making a real difference in the lives of over 140,000 college students each year.

Benefits

Maricopa County Community College District (MCCCD) is committed to providing a competitive and comprehensive benefits program that supports our employees' and their families' health and well-being. Therefore, the MCCCD benefits support every stage of life and are designed to meet the diverse needs of our community. Explore the wide range of <https://www.maricopa.edu/about/careers/benefits> available to eligible employees at MCCCD:

Affordable and Comprehensive Benefits Package:

- Nationwide Medical, Dental, and Vision Coverage
- Paid Time Off: Vacation, Sick Leave, and Personal Time
- 20 Paid Observed Holidays
- Company-paid Life Insurance, AD&D, and Short-Term Disability plans, with the option to purchase supplemental coverage
- <https://www.azasrs.gov/>, including Long Term Disability and Retiree Health Insurance with 100% employer-matching contributions
- Optional Retirement Plans: 403(b), 457(b), Roth 403(b), Roth 457(b)
- Tuition Reimbursement for employees and dependents
- Annual Professional Development Funding
- Flexible Work Schedules

Employee Health & Wellness Programs:

- District-Wide Wellness Program with Workshops and Webinars
- Monthly Health & Wellness Calendar and Newsletter
- Virta Diabetes Reversal Program, Support Groups, and Diabetes Empowerment Education Programs
- Employee Assistance Program (EAP)

- Sight-On-Site Eye Care Services
- Mobile On-Site Mammography Screenings
- Pre-Retirement Planning Events
- Qualifying Employer for <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service> (potential loan forgiveness for federal Direct Loans after meeting repayment requirements and working full-time for an eligible employer)

Job Summary

The Maricopa Community Colleges Foundation is the 501(c)(3) nonprofit organization designated by the Maricopa County Community College District (MCCCD) to receive and manage gifts on behalf of the ten colleges. As a team, the Maricopa Community Colleges Foundation seeks innovative partnerships and contributions from a variety of sources in order to make postsecondary education and certifications accessible and affordable, and to boldly impact the Arizona community.

The Maricopa Community Colleges Foundation's **Senior Development Officer - Fundraising & Donor Relations** plays a pivotal role in strengthening higher education opportunities for students across Maricopa County and is an opportunity to make a lasting impact on education and the Phoenix community.

The **Senior Development Officer - Fundraising & Donor Relations** develops and drives fundraising strategies that generate financial and non-financial support, ensuring students have access to affordable, high-quality education and workforce training. This opportunity will collaborate with Foundation leadership, college development officers, academic teams, and community partners to advance key initiatives, foster innovative partnerships, and enhance the Foundation's mission to create equitable educational opportunities.

The **Senior Development Officer - Fundraising & Donor Relations** will:

- Lead district-wide fundraising efforts to increase philanthropic support.
- Cultivate and grow relationships with donors, volunteers, and stakeholders.
- Implement and oversee stewardship programs to engage and retain donors.
- Collaborate with college leadership and community partners to drive impactful initiatives.

The applicant will be a strategic, donor-focused professional passionate about the power of a community college education.

Essential Functions

25% - Manage a portfolio of approximately 50 prospects to develop and execute fundraising strategies leading to a gift solicitation:

- Contribute to achieving revenue goals established by the Foundation in collaboration with the Resource Development Council.
- Support fundraising campaigns, annual giving, special events, and initiatives.
- Help develop long-term strategies for major gifts, planned giving, donor engagement, and stewardship.
- Contribute to annual development planning and goal setting in partnership with Foundation leadership.

25% - Work closely with the District and college workforce development teams to develop philanthropic goals and secure revenue to support scholarships, certificate and degree programs, and capital support.

- Cultivate businesses and vendors by giving priorities aligned to District and College workforce strategies for sponsorship and philanthropic support.

20% - Prepare, edit, and review proposals, reports, grant solicitations, and compliance working cross-functionally with Development & Marketing and Fiscal teams.

- Steward partnerships with individuals, organizations, and companies based on their philanthropic interests and fundraising priorities.

15% - Utilize Foundation CRM, AI, technology platforms, and dashboards to effectively document, track, report, and increase philanthropic activities with prospects and donors.

- Ensure appropriate stewardship through impact reporting, recognition, and engagement opportunities. Draft personalized proposals, acknowledgments, and donor communications.

10% - Engage with Foundation Board members and community leaders to develop partnerships to support fundraising goals.

- Continue to build a culture of philanthropy by identifying ways for Board members, District, College, and Academic Leaders to engage with constituents, leading to new partnerships and revenue.
- Represent the Foundation at college and community events.

5% - other duties as assigned

Minimum Qualifications

Bachelor's Degree from a regionally accredited institution in marketing, communications, Nonprofit Management, Business, or related field, and four (4) years of experience performing the full range of fundraising/development

activities, such as providing program coordination and development support in the assigned development area.

OR

An equivalent combination of the conferred degree and directly related full-time work experience as described above, sufficient to successfully perform the essential duties of the job, such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation, may be considered.

Desired Qualifications

- Four or more years of demonstrated success in personally implementing cultivation strategies that use a relationship-building and moves management approach, leading to successful major gift solicitations.
- Four or more years of demonstrated experience working with business and industry to develop proposals and secure funding.
- Four or more years of demonstrated experience collaborating with various stakeholders from various disciplines and departments to develop strategies, proposals, and development activities to generate revenue.
- Three or more years with demonstrated success in fundraising campaigns for a higher education institution or non-profit organization.
- Familiarity with fundraising Customer Relationship Management (CRM) software (e.g., Raiser's Edge or similar)
- One year of full-time relevant MCCC experience during the previous two years.

Special Working Conditions

Travel to various campus locations may be required.

May be required to work evenings and weekends.

Possession of a valid State of Arizona Class D Driver's License is required; must meet district minimum standards regarding driving: <http://www.maricopa.edu/legal/rmi/vehicle.htm#requirements>

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

Working Conditions: Work is routinely performed in an indoor office environment.

How to Apply

Applicants are required to submit a resume showing how the applicant meets the minimum and desired qualifications. All minimum requirements must be met at the time of the application.

Additional materials will not be accepted after the job posting has closed.

Missing materials or incomplete employment history will not be considered.

Please ensure your materials clearly provide the following information.

- Clearly illustrate how prior experience, knowledge and education meet the minimum and desired qualifications for this position.
- Indicate whether former or current employment is Full-Time or;
- Part-Time employment (must include number of hours worked)
- Provide employment history in a month/year format (e.g., 09/07 to 10/11) including job title, job duties, for each position held and name of employer for each position.
- Three professional references, preferably current and/or former supervisors. If references are not provided in resume upon application, they will be requested at time of interview.

Posting Close Date

Open until filled

First Review: Thursday, February 5, 2026

Applications received after the review date may not be screened

EEO, Title IX, & Clery Act

Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

Title IX of the Education Amendments of 1972, states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The policy of the MCCC is to provide an educational, employment, and business environment free of gender discrimination. Incidents of misconduct should be reported to the college Title IX Coordinator, as outlined in policy, contact information is available at this link Title IX Coordinators.

The Clery Act is a Federal law requiring United States Colleges and Universities to disclose information about crime on and around their campuses. Crime reporting data for each of the Maricopa Community Colleges, as required under the Clery Act, is available at this link Clery Act.

To apply, visit <https://apptrkr.com/6881793>

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