

Chief Fundraising Officer

Position Number: 295GA725

Tidewater Community College

Work Location: Norfolk, VA 23510

Hiring Range: \$80,000 - \$104,126, commensurate w/ experience.

Full Time

Work Schedule: Varies

Job Description

POSITION SUMMARY:

The Chief Fundraising Officer will work closely with the TCC community in the identification, cultivation, and solicitation of major gifts. The Chief Fundraising Officer will proactively and strategically manage a portfolio of prospects, generate a high level of activity and prospect contact, formulate gift strategies for these individuals, and write plans directed at achieving maximum gifts in support of college approved funding needs. This individual will be responsible for diversifying the college's funding base through government, corporate, private, and foundation fundraising and will provide leadership and oversight for the Development Office staff. The Chief Fundraising Officer reports to the President of the college.

FUNCTIONAL RESPONSIBILITIES:

1. Provide day-to-day management, operations, and leadership for the TCC Educational Foundation and Development office.
2. In coordination with the President, establish clear goals and objectives for the college's development program and articulate them to a broad audience both within and outside the college.
3. Coordinate and implement the comprehensive fundraising program of TCC and its associated Educational Foundation, including major gifts campaigns, general annual fund campaigns, corporate and foundation giving, planned giving, capital and equipment campaigns, and targeted annual appeals to employees and alumni.
4. Provide creative oversight and manage the production of development correspondence, gift acknowledgment, promotional and solicitation materials and necessary publications or media related to all fundraising activities.
5. Prepare thorough, accurate, and concisely written research reports which may include biographical and financial information, the potential for philanthropic support, areas of interest, affiliations with individuals, and research on corporations and foundations.
6. Ensure that all accounting practices comply with state and federal laws and philanthropic accounting requirements.
7. Direct the effective operation and management of the donor and friends' database, gift management system, and prospect identification software. Ensure best practices and procedures are followed related to data management and prospect management.
8. Represent TCC and the Educational Foundation's interests with current and potential donors and at appropriate college and external activities.
9. Work directly with the TCC Educational Foundation Board and other boards as deemed appropriate by the President.
10. Foster a culture of philanthropy among faculty, staff, and volunteers and collaborate closely with college leadership and Development Office staff to ensure appropriate involvement in all development efforts.
11. Cultivate a diverse, equitable, and inclusive working and learning environment for our employees and students.
12. Perform such other duties as assigned by the President of the college.

Special Assignments: May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

KSA's/Required Qualifications

1. Demonstrated knowledge of and experience in fundraising, including creating materials to support campaign case statements and strategies and successfully promoting philanthropic giving to meet the college's strategic needs and opportunities.
2. Proven ability to plan and lead fundraising campaigns; including the ability to:
 - a. cultivate, solicit, and close major gifts, including five and six-figure major gifts;
 - b. develop strategies and implement successful major gift, planned giving, alumni fundraising, and annual fund strategies; and
 - c. articulate the college's strategic needs, opportunities, and vision with clarity and enthusiasm
3. A record of progressive leadership in a complex and diverse organization dedicated to fundraising.
4. Demonstrated expertise in alumnae development and giving and planned giving.
5. Demonstrated ability to supervise assigned staff and build a highly effective working team; to make first-rate oral and written presentations; to organize, analyze and innovate; and to negotiate and communicate effectively while establishing cooperative working relationships with a diverse array of individuals contacted in the course of the performance of assigned duties.
6. Superior communication skills including highly developed writing skills and interpersonal communications.
7. Demonstrated ability and experience in managing the legal and financial requirements of a foundation.
8. Demonstrated ability to set priorities among multiple, complex assignments; skilled in organizational and project management; and demonstrated ability to adapt to rapidly changing environment.
9. Demonstrated ability to effectively use relevant software applications, including Microsoft Word, Excel, Access, and PowerPoint, and any fundraising and donor management software, such as Raiser's Edge.
10. Demonstrated commitment and ability to create equitable and inclusive practices and outcomes in the workplace and for all served through the Educational Foundation.
11. Availability for night and weekend work, as well as occasional travel outside the Hampton Roads region.
12. Master's degree from a regionally accredited college or university.

Preferred Qualifications:

As Delineated in the Required Qualifications

Operation of a State Vehicle: No

Supervises Employees: Yes

Required Travel: Yes

Posting Number: FAC_227P

Open Until Filled

Agency Website: TCC.edu

Special Instructions to Applicants:

Review of application materials will commence June 11, 2021 and continue until filled.

Unofficial transcripts will be accepted with the application; however, no offer of employment will be

made prior to official transcripts being provided to the college.

Additional Information:

Actual salary will be determined based on individual qualifications and experience with consideration for internal alignment factors. The college offers an excellent benefits package.

Background Check Statement Disclaimer:

The selected candidate's offer is contingent upon the successful completion of a criminal background investigation, which may include: fingerprint checks, local agency checks, employment verification, verification of education, credit checks (relevant to employment). Additionally, selected candidates may be required to complete the Commonwealth's Statement of Economic Interest. For more information, please follow this link: <http://ethics.dls.virginia.gov/>

EEO Statement:

The Virginia Community College System, an EEO employer, welcomes applications from people of all backgrounds and recognizes the benefits of a diverse workforce. Therefore, the VCCS is committed to providing a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications. We prohibit discrimination and harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, political affiliation, veteran status, gender identity, or other non-merit factors.

ADA Statement:

The VCCS is an EOE and Affirmative Action Employer. In compliance with the Americans with Disabilities Acts (ADA and ADAAA), VCCS will provide, if requested, reasonable accommodation to applicants in need of access to the application, interviewing and selection processes.

E-Verify Statement:

VCCS uses E-Verify to check employee eligibility to work in the United States. You will be required to complete an I-9 form and provide documentation of your identity for employment purposes.

Quicklink for Posting: <https://jobs.vccs.edu/postings/33987>