



State of Louisiana
Director of Development

SALARY	\$0.00 Biweekly \$0.00 Annually	LOCATION	Baton Rouge, LA
JOB TYPE	Unclassified	JOB NUMBER	BRCC06142023DD-LH
DEPARTMENT	Baton Rouge Community College	OPENING DATE	06/14/2023
CLOSING DATE	Continuous		

Supplemental Information



Baton Rouge Community College (BRCC) seeks to fill the position of Director of Development. The Director of Development is located in the Institutional Advancement/Office of Public Relations. This is a full-time position. This position will be opened until it's filled.

REPORTS TO:

Vice Chancellor of Advancement and Executive Director of the BRCC Foundation

COMPENSATION:

Anticipated starting salary will be commensurate with education and work experience. For more information about Baton Rouge Community College (BRCC), visit <http://www.mybrcc.edu/>.

APPLICATION INSTRUCTIONS:

Applications for this position should include a cover letter, resume/CV, transcripts, and names of contact information for three (3) work-related references. These documents must be attached to your application to be considered.

*****Incomplete applications will not be considered*****

CONTACT INFORMATION:

Lisa Parker, Interim Deputy Chief Human Resources Officer
Office of Human Resources
Baton Rouge Community College
201 Community College Drive
Baton Rouge, LA 70806

A criminal background check will be required of all selected applicants. An offer of employment is contingent upon passing a pre-employment background check.

This organization participates in the E-Verify program. For more information on E-Verify, please contact DHS at (888) 464-4218.

BRCC is proud to be an Equal Opportunity Employer. We promote diversity of thought, culture, and background, which connects the entire BRCC family. We don't just accept difference – we celebrate it, we support it, and we thrive on it for the benefit of our employees, our students, and our institution.

Qualifications

Minimum Qualifications

Required Education:

- Bachelor's degree in a related field

Required Experience:

- 3 years of direct major gift fundraising experience or 5 years of experience in a related field, such as development, external relations, business development or sales.

Job Concepts

Reporting to the Vice Chancellor of Advancement and working closely with the department heads of assigned unit(s), the Director of Development drives the major gift efforts for the departments (s) and provides counsel and coordination for all unit-specific development efforts. This position is primarily responsible for fundraising, managing a portfolio of prospective donors, and reaching individual and team performance goals.

The Director of Development will develop strong relationships with the Office of Development, College Leadership, faculty, staff, and colleagues in the Division of Advancement. All fundraising plans will be developed in collaboration with the Vice Chancellor of Advancement, college leadership, in concert with all other BRCC fundraising efforts. Responsibilities include, but are not limited to, the following:

- Serve as lead BRCC fundraiser securing gifts and pledges of \$10,000 or more.
- Focus on securing endowed gifts and leveraging the Board of Regents match programs.
- Working with Vice Chancellor to develop performance goals and priorities on an annual basis.
- Achieving annual fundraising goals and metrics for strategic moves, major gift proposals submitted, and dollars raised.
- Researching and implementing industry best practices to create, manage, and execute major giving strategies for assigned unit(s).
- Collaborating with College leadership and the VC Advancement to establish and track marketable and feasible fundraising priorities.
- Developing and implementing strategies aimed to increase major gifts (capital projects, endowments, planned gifts, leadership annual gifts, and gifts-in-kind) for assigned unit(s).
- Effective build and manage of a portfolio of 60-100 major gift prospects by developing and executing effective moves and management strategies that lead prospects through the major gift cycle.
- Analyzing and predicting a donor's propensity, capacity, and enthusiasm to give. Gather pertinent data to determine the best candidates for major gifts.

- Making phone calls and other introductory contacts to secure appointments with prospects for the purposes of qualification.
- Cultivating major gift prospects, investing the necessary time and energy to build relationships designed to understand the donor/prospect goals with the expressed purpose of alignment with the BRCC mission and objectives.
- Coordinating campus visits as needed, collaborating with BRCC faculty and staff to deliver a thoughtful and deliberate experience for the prospect or donor.
- Traveling locally and regionally, to meet with prospective donors based on their ability and inclination to make gifts.
- Soliciting major gift prospects. Moving prospective major donors along the donor pipeline ready to receive an appropriate ask based upon donor intent and interest.
- Negotiating gifts and pledges in accordance with adopted gift acceptance policies and procedures; submitting appropriate materials to accurately record gifts and pledges in donor database.
- Stewardship of major gift donors. Develop stewardship strategies that continue the major gift relationship for future gifts and planned giving opportunities.
- Attending and (occasionally) hosting unit events for the purposes of major gift acquisition, cultivation, and stewardship for the assigned unit.
- Working with College staff to secure pertinent information to write and create donor giving opportunities, solicitations/proposals, and stewardship reports.
- Working collaboratively and offering prospect strategy counsel with development and advancement officers managing other prospects. Serve as a resource and content expert for assigned unit(s) for development/advancement staff.
- Lead process to create, revise and update policies and procedures for the development function of the Advancement unit and for developing procedures and standards for using the donor database. Ensuring compliance with policies and procedures and coordinating major gift donor efforts.
- Running reports and analyzing data to monitor personal metrics and taking proactive approach to achieve goals.
- Preparing and entering activity reports and proposals in a timely manner. Maintaining accuracy of records by providing updates for donor database following established protocols for use of data.
- Actively participating in Advancement and staff meetings and retreats.
- Participate in Professional development activities and trainings.
- Supervising development staff.
- Other duties as assigned.

Agency

State of Louisiana

Phone

(866) 783-5462

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>