UNCLASSIFIED POSITION DESCRIPTION

Position Details

Position Number:	BA8455	**Functional Position Title:**	Director of Development				
System Job Code:	503820	**System Job Title:**	Director				
Department Number:	610006	**Department Name:**	Advancement				
College/Division:	Institutional Advancement						
Reports to Position Number:	BA8847	**Reports To Functional Position Title:**	Assistant Vice Chancellor of Advancement				
No. of Direct Reports to this Position:	0	**No. of Indirect Reports to this Position:**	0	**Salary Grade:**	*For HR Use*	**FLSA Status:**	*For HR Use*

Position Summary

Provide two or three sentences summarizing the major purpose of the position. In other words, "Why does the position exist?"

Position Summary: The Director of Development advances the philanthropic priorities of the Baton Rouge Community College by directing a strategic portfolio of leadership, major, principal, and transformational gift prospects and donors. This role drives engagement strategies, secures financial investments, ensures donor interests are aligned with institutional funding needs, and oversees the stewardship and annual giving programs.

Duties and Responsibilities

***Essential Duties**: These are the basic job duties that an employee must be able to perform, with or without reasonable accommodation(s). Briefly describe a maximum of 10 duties and the approximate percentage of time performing each. The percentage of time for each duty should be at least 5% and no greater than 40%. The total percentage of time must equal 100% and must include 5% allocated as "Other duties as assigned."*

Fundraising Strategy and Donor Engagement (70%)
· Develop and manage a portfolio focused on leadership gifts ($1,000+), major gifts ($10,000+), principal gifts ($1 million+), and transformational investments.
· Lead the identification, cultivation, solicitation, and stewardship of prospects and donors through a structured and strategic engagement process.
· Design and direct strategies to renew, upgrade, and deepen donor commitments to build long-term philanthropic relationships.
· Lead efforts to secure project-specific, programmatic, scholarship, and unrestricted gifts.
· Establish and execute individualized engagement plans that match donor interests with the college's highest funding priorities.
· Achieve annual performance goals for meaningful contacts, solicitations, dollars raised, donor retention, timely reporting, and portfolio activity as defined by college leadership.
· Serve as a strategic liaison between the development office and faculty, administrators, and program staff to design donor-centric proposals and impact communications.
· Partner with advancement leadership and the Grants Manager to align philanthropic and grant strategies with institutional initiatives.
· Represent BRCC and the BRCC Foundation at donor meetings, industry events, advisory councils, and community gatherings.

· Direct the use of the college's CRM (Raiser's Edge/NXT) to maintain accurate and comprehensive donor records, proposals, gifts, and stewardship activities.
· Track and report on portfolio activity, fundraising progress, and key performance indicators to leadership.
· Uphold fundraising policies, procedures, and best practices to ensure compliant and effective operations.

Stewardship and Annual Giving Leadership (20%)
· Direct the development and execution of stewardship strategies that reinforce donor loyalty and demonstrate the tangible impact of giving.
· Lead the annual giving program to strengthen leadership-level support and broaden the donor base.
· Ensure stewardship activities, including recognition, impact reporting, and engagement opportunities, are timely, personalized, and aligned with donor expectations.

Professional Development and Institutional Service (10%)

-Engage in professional development opportunities to strengthen fundraising expertise and stay informed of industry best practices.
-Supervise staff position supporting Raiser's Edge or Stewardship.
-Support college-wide initiatives, serve on committees as assigned, and promote a culture of philanthropy across the institution.
- Other duties as assigned

Minimum Qualifications

Indicate the minimum qualifications necessary to perform the job. Consider qualifications necessary for successful performance in this position, not qualifications of a specific individual.

Required Education: *Check the minimum level of education required to perform the job. Indicate the field of study required or acceptable.*

X Bachelor's	Master's	PhD	MD	JD	Other:
Field(s) of Study:	Bachelor's degree in Liberal Arts, Management, Business, Marketing or related fields				
Certifications/Licenses Required:					

Required Experience:

Indicate the minimum number of years and type of experience required to perform the job. 5 years of experience
Indicate if any combination of specific experience, training and education may be substituted for the required education or experience. 10 years direct development experience and a CFRE certification.

Required Knowledge, Skills, & Abilities: *List up to 10 specific Knowledge, Skills and/or Abilities (KSAs) required for the successful performance in this position. Please refer to the Position Description (Unclassified) – KSAs for examples. Indicate the level of proficiency needed for each KSA using Advanced, Proficient, or Basic.*

- Major gift fundraising and portfolio management Advanced
- Donor cultivation, solicitation, and stewardship Advanced
- Strategic planning and goal setting Proficient
- CRM database management (Raiser's Edge/NXT) Proficient
- Proposal writing and impact reporting Proficient
- Financial acumen and data analysis Basic
- Communication and presentation skills Advanced
- Relationship building and stakeholder engagement Advanced
- Team collaboration and leadership Proficient

Preferred Qualifications

Indicate any education, experience, or skills beyond the stated required level that may be given special consideration.

Preferred Education:

X Bachelor's	Master's	PhD	MD	JD	Other:
Field(s) of Study:	Non Profit management, business, marketing or related fields				
Certifications/Licenses Required:					

Preferred Experience:

- Ten (10) or more years of progressively responsible experience in development, fundraising, or advancement in higher education or a nonprofit environment.
- Demonstrated success in securing major and principal gifts, managing a donor portfolio, and exceeding fundraising goals.
- Experience with campaign planning, endowment growth, and donor communications.
- Proven ability to build relationships with corporate, foundation, and individual donors.

Preferred Knowledge, Skills, & Abilities

- Advanced knowledge of development best practices, ethics, and trends in philanthropy.
- Strong analytical skills to evaluate fundraising performance and adjust strategy accordingly.
- Ability to articulate institutional mission and impact compellingly to diverse audiences.
- Skill in managing multiple projects simultaneously and meeting deadlines in a fast-paced environment.

Physical and Mental Demands

The following apply to all positions within BRCC.

- Ability to work in excess of 40 hours a week, which may include nights and weekends
- Ability to view a computer screen for long periods of time
- Ability to function in a high-pressure, stressful environment and meet stringent deadlines
- Ability to operate a computer and standard office equipment
- Ability to travel as required and work at different locations as required
- Ability to read, write and speak English at the level equal to or greater than the national standards for a college graduate

Indicate below the approximate percentage of time an incumbent would spend doing the activities listed in the table below:

	Minimally (up to 10% of the time)	Occasionally (10% to 25% of the time)	Regularly (25% to 50% of the time)	Frequently (> 50% of the time)
Bend	X			
Carry/Lift < 10 lbs.	X			
Carry/Lift 10-25 lbs.	X			
Carry/Lift 26-50 lbs.	X			
Carry/Lift 51-75 lbs.	X			
Carry/Lift 76-100 lbs.	X			
Climb	X			
Crawl	X			
Drive		X		
Push/Pull	X			
Reach	X			

Sit			X	
Squatting/Kneeling	X			
Stand		X		
Twist	X			
Walk		X		
Work above Shoulder		X		

Disclaimer

The purpose of this job description is to provide a representation of the types of duties and responsibilities that will be required of this position. It should not be construed as a declaration of the total scope of duties and responsibilities which may actually be performed. Employees in this position may be directed to perform job-related tasks other than those specifically presented herein.

Position Description Certification

I certify that the information stated in this position description is a true and accurate representation of the work to be performed.

Position Description Author			Date:
	Type or Print Name	Signature	

Employee Acknowledgement

I acknowledge that I have received a copy of this position description and that it has been discussed with me.

Employee: *(leave blank if vacant)*			Date:
	Type or Print Name	Signature	

Approvals

Department Head:			Date:
	Type or Print Name	Signature	
Dean/ Director:			Date:
	Type or Print Name	Signature	
Vice Chancellor:			Date:
	Type or Print Name	Signature	
CHRO:			Date:
	Type or Print Name	Signature	

Baton Rouge Community College is an Equal Opportunity Employer.