

NORTHAMPTON COMMUNITY COLLEGE PROCEDURES

DIRECTOR, MAJOR GIFTS

Primary Function: Serves as a senior member of the Foundation team for qualifying, cultivating, soliciting and stewarding a prospect portfolio of 125-175 major and planned giving prospects. Responsible for key outreach to administrators and volunteers for prospect outreach.

Responsibilities: (1) Manages a portfolio including, but not limited to, documentation of donor/prospect strategies and actions; funding expectations through annual, capital and planned gifts and visits. (2) Develops and completes identification, qualification, cultivation, solicitation and stewardship strategies for assigned prospects/donors that align with their relationship with the College and support the fundraising goals of the foundation. (3) Conducts prospect management meetings. (4) Oversees publication review regarding donors, language and coordination with Marketing & Communications. (5) Coordinates and orchestrates prospect strategies with the appropriate deans and departments to work in tandem to assure the highest and best use of time, budget and personnel. (6) Remains informed about the college, current programs and activities. (7) Maintains awareness of information related to prospects and ensures donor records are up to date. (8) Performs other related duties as assigned.

Organizational Relationship: (1) Responsible to the Vice President of Institutional Advancement. (2) Works cooperatively with the President, Deans, departments and members of the Foundation Board/Campaign Committees. (3) Works cooperatively with Institutional Advancement colleagues to carry out departmental objectives. (4) Relates individual and the organization's role to College mission and goals. (5) Manages Major Gift Officer(s) and other personnel as may be assigned.

Performance Standards: Performance will be considered satisfactory when: (1) the objectives agreed upon have been met within specified time frame; (2) the responsibilities of the position have been performed in a competent and consistent manner; and (3) effective relationships exist with other members of the college community.

Qualifications: Education: Bachelor's degree from a regionally accredited college or university. Experience: Minimum of 5-8 years' experience in major gift fundraising and/or relevant work experience. Skills, Knowledge, Abilities: (1) Must possess a fluency with major gift fundraising and planned giving techniques, policies and best practices. (2) Campaign experience is desirable. (3) Commitment to the mission of Northampton Community College, its vision and goals. (4) Excellent communication skills in person, over the telephone, and in writing. (5) Ability to confidently and authentically establish and build relationships with individuals is mandatory. (6) Ability to manage multiple tasks simultaneously, to work well in a fast-paced work environment, and to be flexible. Collegiality and a sense of humor are important. (7) Ability to work some evenings and weekends as needed for events. (8) Highly developed sense of work ethic and integrity.

To apply: https://northampton.wd5.myworkdayjobs.com/en-US/NCC/job/Bethlehem/Director--Major-Gifts_JR1991

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12/21/21