

Donor Relations Officer (Hybrid Work Eligible)

All applicants are required to submit the following materials:

1. Résumé

2. Cover Letter (The cover letter must be typed and must address each of the following questions:

- (a) Please describe your ability and experience in meeting fundraising goals.
- (b) Please describe your ability and experience with providing exceptional customer service through written and verbal communications.
- (c) Please describe your ability and experience in leading meetings, serving on committees and contributing to strategic goals. The questions must be bolded, and the responses must be provided below each question.)

3. Two Writing Samples (The samples must have been written within the last 12 months, and they must be dated. If you do not have any within that time period, we suggest you write them.)

4. College Transcripts (if applicable)

Interview Process:

The interview process for this position will consist of three phases. Applicants who complete the application process and meet the position minimum requirements will be invited to interview in phase 1. Candidates will be notified of their status after each phase to confirm if they are moving forward in the selection process.

- Phase 1: 30-minute interview with the search committee
- Phase 2: 30-minute interview with the search committee (different questions will be asked), 30-minute written exercise; 30-minute presentation with the Office of College Advancement team
- Phase 3: 30-minute interview with the vice president of college advancement

Job Summary: This position is responsible for raising funds in support of HACC students.

Work Arrangement:

The donor relations officer will have a hybrid work arrangement. They will:

- Work from home approximately 90% of the time
- Work from any of HACC's five campuses approximately 10% of the time

These percentages are tentative and are subject to change.

Minimum Qualifications:

Bachelor's degree and three years of related experience. Or, a combination of experience and education sufficient to successfully perform the essential duties of the job.

Licensing Requirements: Valid Driver's License

Hiring Range: \$29.47 - \$36.84

Job Specific Task List:

- Solicits donors - (Essential)
- Assesses, develops and manages stewardship initiatives for HACC Foundation donors - (Essential)
- Performs other duties as assigned - (Essential)

Job Type: Part-Time (less than 1,000 hours)

If part time, hours per week: 20

Equipment Requirements for part time, casual, adjunct and instructor positions:

It is HACC's expectation that candidates selected for this role will provide their own technology equipment.

Your own computer (Windows, Linux, or Macintosh desktop or laptop) with current web browser installed (Firefox, Edge, Safari, Chrome)
<https://www.whatismybrowser.com/guides/the-latest-version/>

Access to broadband internet connection at all times during employment (DSL, 4G/LTE, FIOS, Satellite, or Cable/Xfinity/Comcast)
<https://www.speedtest.net/>

Equipment/technology which enables you to communicate synchronously during meetings and other events, such as USB Headset, speaker and microphone, captioning services, adaptive technology, assistive devices, etc.

If you are not able to meet the equipment requirements listed above and are selected for the role, you can request a special accommodation. Our ability to grant your request will be based on documented need and inventory availability.



About Us: www.hacc.edu

Our Purpose: Learning for all; learning for life.

Our Core Values: A Circle of Caring

Caring by Creating Our Future Together

- We work together to shape and build our preferred future.
- We encourage and celebrate creativity and innovation.
- We set high goals and strive to achieve them.
- We strive to provide exceptional service to all who help shape our future.

Caring for Each Other

- We are gateways to student success and opportunity.
- We promote respect, collegiality, and equity-mindedness in all we say and do.
- We nurture awareness and cultural sensitivity to create a climate of trust.
- We are growth-minded, believing that each of us is capable of learning, developing and growing to support our mission.

Caring by Doing What is Right

- We are honest and hold each other and ourselves to the highest ethical standards.
- We provide the most accurate information available in all communications.
- We are transparent about our decisions as individuals and teams.
- We embrace broad engagement in the shared governance process.