



Community & Technical College

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Downtown Campus

JOB VACANCY POSTING ANNOUNCEMENT

Job Title: #1780 Director of Advancement (Fundraiser) - Band 13

Department: Institutional Advancement

Jefferson Community and Technical College, based in Louisville, Ky., is the largest of 16 colleges forming the Kentucky Community and Technical College System. It encompasses six campuses in four counties with over 12,000 students enrolled on campus and in on-line programs. It is a comprehensive, public postsecondary institution providing students access to a wide variety of programs of study including allied health, business, engineering technologies, general education transfer studies, information technologies, and trade and industry technologies. It awards associate degrees, diplomas and certificates. At Jefferson, we foster an active and inclusive learning environment and value working with students from diverse backgrounds. We have a strong commitment to community building and inclusion.

Reporting to the Vice President of College Advancement and working in partnership with the College President, College & Foundation Boards, Fundraising Campaign Committee, staff and other volunteers, this position is responsible for the following:

EXAMPLE OF DUTIES:

- Implement and manage an \$8 to \$14 million-capital campaign that supports construction and endowment needs, taking the campaign from quiet phase to public launch through building reopening and campaign completion.
- Work with volunteers and staff to identify, recruit, and train campaign volunteers. Serve as primary staff to the Campaign Steering Committee for all meetings, gift solicitations, events and other needs.
- Manage a campaign major gifts portfolio of at least 100 prospects, shared with key volunteers and senior staff.
- Execute weekly 1:1 contacts to cultivate, solicit and steward donors of \$10k or more.
- Work with Campaign Counsel to establish solicitation priorities, manage prospect lists and perform basic research, develop and execute targeted cultivation plans and solicitation strategies for a range of prospects; prepare and provide support to staff, board members and volunteers for solicitations.
- Work with staff and third party vendors to manage the writing and development of capital campaign print and electronic collateral materials and coordinate their design and production.
- Plan and execute regional educational/cultivation events, and manage volunteers for those events.

- Oversee campaign communications, creating content for a campaign e-newsletter and talking points for the volunteers, staff and media; integrate campaign milestones into ongoing public relations outreach.
- Plan and manage recognition events.
- Manage the capital campaign fundraising budget in concert with the Vice President of College Advancement.
- Ensure that data related to prospects and donors is recorded and tracked in electronic and hard copy files; manage campaign record keeping, evaluate progress towards goals, prepare periodic reports on fundraising and present to the College and Foundation Boards and senior staff; recommend revisions to the fundraising plan, as needed, to meet goals.
- Ensure donor acknowledgement, stewardship and public recognition, as appropriate.
- Plan and participate in frequent offsite travel during the week, including attending events some nights and weekends.

SALARY: The salary range for this position is **\$63,000 - \$80,000**. Salary will be determined based upon the experience of the selected candidate.

QUALIFICATIONS:

The ideal candidate will possess the following qualifications:

- Because the organization is dedicated to helping every student achieve success in college, the Director of Advancement must possess a Bachelor's degree;
- Familiarity with nonprofit institutions, fundraising and community relations is required;
- An appreciation and deep understanding of higher education is preferred;
- At least five to seven years of professional experience in fundraising is required with a track record of success and experience in capital campaigns, individual giving and/or major gifts, preferably in visual arts or educational organizations;
- Proven success at managing the work of volunteers in a fundraising campaign;
- Demonstrated ability to secure major gift support from individuals is preferred;
- Knowledge of Metro Louisville region philanthropy and giving to education organizations is preferred;
- Aptitude and experience in scheduling and staffing solicitation calls and conducting follow up and stewardship is required;
- Superior verbal and written communication skills;
- Experience in managing budgets;
- Demonstrated experience in producing campaign materials;
- Excellent interpersonal, analytical and organizational skills, capable of working effectively with board members, staff members, volunteers, consultants and donors/prospects;

The personal qualities of the Director of Advancement will be self-evident as:

- Energetic, self-motivated, flexible and adaptable
- A sense of integrity and personal responsibility for outcomes

- A sense of humor and joy for the work of the organization
- Extremely high work ethic and reputation for follow-through
- Able to multi-task and work independently in a small, hands on work environment where everyone pitches in to help; and
- A team player with an attitude of service to others, an instinct for anticipating and providing for the needs of others, and an ability to persuade and motivate others.

Date Open: August 21, 2019

Date Closed: September 30, 2019*

***THIS POSITION WILL REMAIN OPEN UNTIL FILLED.**

The screening process will begin **October 01, 2019**; but may be extended if additional candidates are needed. Applicants will be notified if selected for an interview.

KY State Law requires state and national pre-employment background checks as a condition of employment.

Apply on line at our website:

<https://jefferson.kctcs.edu/about/job-seekers/index.aspx>

The search committee may request additional information when the review process begins.

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of; race, religion, color, sex, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit based factor.

