**PITT COMMUNITY COLLEGE  
Development Director & Campaign Manager**

Reporting to the Vice President of Institutional Advancement, the Development Director/Campaign Manager plays a key role in securing substantial financial resources and gifts that enable the College to accomplish its mission and achieve its strategic goals. This individual creates and manages the cultivation, solicitation and stewardship of capital campaign and major gifts. The Development Director/Campaign Manager is responsible for developing a strategic vision and process for growing this donor pool and managing all aspects of capital campaigns. This position works closely with key administrative leaders, faculty members, foundation board members, volunteers, and campaign consultants to develop major proposals for individuals, organizations, and corporations. This individual will play a significant role in developing strategies for and ensuring the success of the overall campaign fund-raising program. This individual will work with solicitation of donors for $25,000 plus with established campaign goals and ongoing annual goals of $1 million plus.

In cooperation with the Vice President of Institutional Advancement, development staff, and administrative leaders, will cultivate, solicit and steward planned giving prospects and maintain a portfolio of planned giving prospects.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

*ESSENTIAL MAJOR GIFT JOB FUNCTIONS-75% of Time*

* Develops and implements strategies for cultivation, solicitation and stewardship of capital campaign and major donors/prospects capable of making gifts at the $25,000 and above level and to move donors to higher giving levels through the use of Moves Management strategies. Works directly with donors and prospects one-on-one in the field.
* Responsible for developing both long and short range operational plans to strengthen and grow the major gifts program.
* Responsible for working with the Development team to devise overall team goals.
* Works closely with key faculty and administration members to develop funding priorities and create major proposals.
* Develops and maintains good working relationships with constituents, including foundation board members, to secure their help in the cultivation and solicitation of major gift proposal. Identifies and cultivates additional constituents to support the process.
* Works closely with resource development team to plan targeted outreach activities aimed at increasing the donor pool and cultivating the stewarding existing prospects.
* Provides strategies, briefing materials, and other written documents for the President, VP of Institutional Advancement, Director of Alumni & Development Services and other senior administrators.
* Cultivates, solicits and stewards prospects through over 100 personal visits annually and written and oral communication.
* Produces reports and metrics on a regular basis documenting status of major gifts program. Performs research on planned giving donors and prospective donors and assists with setting meetings and calls with appropriate PCC staff and volunteers.
* Tracking and recording all major gift prospect activities in the ETapestry database system.
* Establishing annual goals for identifying new individual prospects.
* Assists in the development of donor giving levels.
* Performs related duties as required.
* Assist with other foundation functions.

*ESSENTIAL PLANNED GIVING JOB FUNCTIONS-25% of Time*

* Establishes initiatives and manages the development and growth of the planned giving program in cooperation with Director of Alumni & Development Services and the Vice President of Institutional Advancement
* Assist in the development of planned giving donor levels, making sure planned giving donors receive appropriate recognition from the PCC Foundation.
* Be familiar with and conversant in major types of planned giving instruments as well as knowledgeable of current trends and available resources in the planned giving field.
* Prepares correspondence to donors and prospective donors about making planned gifts, including acceptable documentation to confirm intention to include PCC Foundation in estate planning.
* Produces reports and metrics on a regular basis documenting status of planned giving program. Performs research on planned giving donors and prospective donors and assists with setting meetings and calls with appropriate PCC staff and volunteers.
* Updates documentation of designated gifts
* Hosting regular seminars focused on financial planning, wealth management, and deferred giving.
* Makes cultivation, solicitation and stewardship visits to planned giving prospects. Increases pool of planned giving prospects through institutional strategies.
* Tracking and recording all planned gift prospect activities in the ETapestry database system.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor degree required. 5-7 years fundraising experience preferred with demonstrated successful direct major gift. Preferred planned giving expertise and training. Preferred experience in higher education institution. Demonstrated social skills and poise. Strong communication skills, both written and oral. Strong organizational skills with facility for managing many projects simultaneously. Ability to work independently within established guidelines, and to meet frequent deadlines. Ability and willingness to travel regularly. Willingness to be a team player. High energy level essential. Understanding of Pitt Community College's mission and purpose of PCC Foundation and capability to project that mission and the value of PCC to prospective donors. A demonstrated ability to be flexible and adaptable to changes that may occur. Working knowledge of Microsoft Word, Excel, PowerPoint. Social Media skills preferred. Working knowledge of donor database programs such as ETapestry or similar fundraising software skills preferred. Considerable knowledge of CASE, AFP and/or CRD fundraising concepts, techniques, and practices

**ESSENTIAL JOB FUNCTIONS**

* **Physical Requirements:** Must be physically able to operate a variety of machines and equipment including a computer, telephone, basic office equipment, vehicle, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting much of the time, but involves walking and standing, stooping, kneeling, pushing, pulling, etc. for periods of time. Must be able to lift and /or carry weights of up to 20 pounds.
* **Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
* **Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.
* **Language Ability:** Requires ability to read a variety of policy and procedure manuals, regulations, reports, etc. Requires the ability to prepare reports, advertisement, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.
* **Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in absence or supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.
* **Verbal Aptitude**: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently.
* **Numerical Aptitude**: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.
* **Forms/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.
* **Motor Coordinator**: Requires the ability to coordinate hands and eyes using office machinery; and to drive motor vehicles.
* **Manual Dexterity**: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.
* **Color Discrimination and Visual Acuity**: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.
* **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations.
* **Physical Communications:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).
* **Driving**: Must have a valid NC Driver's License and be able to drive to donor appointments and other locations for events and functions that pertain to this position.

**PERFORMANCE INDICATORS**

* **Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of Institutional Advancement Division as they pertain to the performance of duties relating to the position of Major Gift and Planned Giving Officer. Has thorough knowledge of public relations, particularly in a community college environment. Has thorough knowledge of methods, practices, and trends associated with development strategies. Has considerable knowledge of the laws, standards, and regulations pertaining to the essential duties and responsibilities of the position. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has knowledge of how to keep abreast of any changes in policy, methods, computer operations, equipment needs, policies, etc., as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, students, faculty, the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to handle required calculations. Has knowledge and is proficient with computers. Is able to read, understand, and interpret marketing, financial, and computer reports and related materials. Must be self-motivated, results oriented individual who can work independently, without the need for day to day supervision. Must also be a team player and have experience and capability of leading volunteers and staff to accomplish successful fundraising events/campaigns. Must possess excellent written communication and public speaking skills and have the ability to adapt to diverse work environments with diverse audiences.
* **Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments/divisions, co-workers, students, faculty, and the general public.
* **Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."
* **Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, established policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.
* **Attendance:** Attends work regularly and adheres to established policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.
* **Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.
* **Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alter­ native solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.
* **Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments.
* **Relationships with Others:** Shares knowledge with supervisors and staff for mutual and college benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with department employees, students, faculty, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the college and project a positive image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will. Interacts effectively with fellow employees, supervisor, students, faculty, professionals, and the general public.
* **Coordination of Work**: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Communicates frequently with Director of Alumni & Development Services. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.
* **Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the college and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.
* **Acknowledgements**: The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**APPLY**

Pitt Community College has retained Capital Development Services to assist with professional recruitment. Candidates should include a cover letter and a resume. All material will be confidential. [To apply online click here](http://smrtr.io/LfpCGQ) or email materials to [searchservices@capdev.com](mailto:searchservices@capdev.com). Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208.