

FORT SCOTT COMMUNITY COLLEGE
Position Description ED01

JOB TITLE: Director of Development

DIVISION/DEPARTMENT: Development

RESPONSIBLE TO: President

MONTHS PER YEAR: 12 **HOURS PER WEEK:** Exempt **UPDATE:** 2-10

CREDENTIALS:

- Bachelor's Degree preferred.
- Ability to establish and maintain rapport with community members, students, parents, business community, faculty and staff

JOB PURPOSE:

Position serves as chief administrator of the Department of Development, providing professional leadership for the development of external resources. This position will provide leadership, advice, and passion for fundraising.

DUTIES AND RESPONSIBILITIES:

- Serve as principal administrative officer of the development program and produce short and long range plans for the Development Office within the guidelines established by the President.
- Provide direction and leadership for external resource development, which includes but is not limited to annual campaigns, alumni contributions, phonathons, planned and deferred giving, recognition days, and other major programs.
- Supervise the financial affairs of Endowment in cooperation with the college business office, maintain financial records, controls and documentation, prepare financial reports for the Endowment Board and Internal Revenue Service, maintain accounts receivable and payable, provide information for investment of funds.
- Administer the endowed scholarship program in cooperation with Student Services personnel.
- Direct the planning, organization, and implementation of annual fund raising programs.
- Plan, coordinate and direct special events tied to alumni, endowment and fund raising in cooperation with the President, other officers of the college and Endowment Board directors.
- Provide leadership in the training of existing college personnel in identified areas of fund raising.
- Conduct research to match college needs with interest of potential contributors, involving personal calls on corporation officials, foundation officers, and individuals.
- Manage the Development staff and perform general administrative duties of the Development Office.
- Structure and maintain a strong planned giving program.
- Perform other related duties as assigned.

Salary Range \$47,000 - \$54,000 Annually, based on experience and credentials

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.