



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Development Director
<b>LOCATION:</b>	Office of Institutional Advancement & CCRI Foundation
<b>REPORTS TO:</b>	Associate Vice President of Institutional Advancement
<b>GRADE:</b>	BOE 15
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week
<b>SUPERVISES:</b>	Professional and administrative support personnel

*The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.*

*We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.*

**JOB SUMMARY:** The Development Director will develop relationships, secure philanthropic commitments and steward donors and prospects for CCRI Foundation in support of the Community College of Rhode Island.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Design and implement comprehensive cultivation, solicitation, and stewardship strategies for leadership and planned giving donors and prospects---including individuals, corporations and foundations---to establish a sustainable donor pipeline that helps to meet CCRI Foundation's annual fundraising goals.
- Lead the institutional grants program and direct liaison to state, federal and private funding sources; works closely with Associate Vice President of Institutional

**Knight Campus**

Advancement, President's Council and senior leadership in developing annual priorities and plans for grants projects

- Assess philanthropic opportunities to the institution that maximize giving potential of leadership giving prospects that include a combination of annual, capital, gift planning and corporate and foundation support.
- Oversee and conduct research to identify prospects and create strategies to match prospect interests with institutional priorities and plans; utilize prospect management systems and other resources to appropriately manage donors, prospects, alumni and volunteers
- Develop negotiation and solicitation strategies to close leadership gifts; strategically enlist institutional leaders and/or volunteers in securing gifts.
- Research, write and prepare highly persuasive and compelling cases for support, such as appeals, personal solicitations, proposals, grants and other communication materials; adhere to high standards of accuracy and grammar.
- Conduct regular outreach with institutional partners to stay abreast of program updates, latest news and need for support; and create impact stories and reports for donors and prospects to support content in acknowledgements, appeals, proposals and other print and digital communications.
- Develop and execute effective communications, events and outreach strategies that elevate the visibility of the institution and generate philanthropic support to help meet and surpass performance targets and revenue goals.
- Provide leadership, direction and training to faculty, staff, volunteers and others in support of the development goals; and coordinate program-based development strategies, goals and activities to integrate with the overall fundraising program.
- Assist in short and long term strategic planning activities to create and implement fundraising goals and objectives.
- Work collaboratively with others in a diverse and inclusive environment.
- Conduct role with deep understanding of, and commitment to, the philosophy and mission of the college and its diverse employees, students and alumni.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree required.
- Five or more years of fundraising experience with demonstrated success in securing gifts and/or significant commitments; corporate sales and marketing experience is transferrable.
- Exceptional interpersonal skills and the ability to interact effectively with academic/administrative leadership, faculty, alumni, prospects, donors, volunteers and other key stakeholders in a variety of roles.
- Advanced community relations skills and ability effectively communicate with diverse constituencies.
- Must possess highly effective written, verbal and interpersonal communication skills.
- Proven ability to conduct, research, gather data, analyze information and prepare effective, accurate and timely reports and other documents to support development objectives.

- Excellent organizational, planning and time management skills.
- A high degree of attention to detail and accuracy of work.
- Ability to exercise good judgement, to demonstrate an understanding of ethics related to development.
- Familiarity with fundraising and technology resources to assist with research, identification, tracking and managing leadership prospects (LinkedIn, wealth engine, Lexis Nexis, PPL); preferred experience with Blackbaud products (Raiser's Edge, Research Point).

**LICENSES, TOOLS AND EQUIPMENT:**

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ehcanning@ccri.edu](mailto:ehcanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>