



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

DESCRIPTION FOR LIMITED PERIOD POSITION*

TITLE: Donor Engagement Officer
LOCATION: Office of Institutional Advancement & College Relations
REPORTS TO: Development Director
GRADE: PSA 12
WORK SCHEDULE: Non-Standard; 35 hours per week

CCRI Mission:

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:

Contribute to the Office of Institutional Advancement team's fundraising capacity by planning and implementing strategic programs, donor communications, and events that contribute to the engagement and cultivation of donors and alumni.

The Donor Engagement Officer reports to the Development Director and work closely with the Associate Vice President of Institutional Advancement and College Relations and the advancement team members to deliver high-quality events, donor communications, and secure commitments from donors and alumni to provide professional expertise, volunteer service, and philanthropy that contribute to a goals-driven annual giving program.

The Officer will connect with CCRI alumni and donors across multiple mediums, including face-to-face. The position collaborates closely with core College departments including marketing, student affairs, and academic departments to create and maintain pathways for alumni and donor participation that advance the goals of the College. The Officer partners with the advancement team to identify, cultivate, and solicit gifts through events, direct mail and marketing campaigns; and serves as a liaison to a portfolio of donors and the Alumni Association Board.

The Officer will support the professional, administrative and promotional duties associated with the planning and implementation of programs and events including:

preparing and sending communications; developing project plans; coordinating event logistics; tracking budgets; helping to establish and follow internal policies; working with preferred vendors, soliciting in-kind partnerships and focusing on budget efficiencies; setting up and breaking down at events; and event analysis/follow-up.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement, and promote alumni and annual giving donor programs and events that support the college's strategic plan in collaboration with colleagues within the advancement office, the President's office, and throughout the college.
- Establish and build relationships with a wide range of alumni and annual giving donors, maintaining regular communication via email, social media, web pages, and various media and publications.
- Act as a liaison to the Alumni Association Board—arranging meetings; staffing committees; managing budgets; and ensuring strong and productive relationships between members and the college's academic and administrative leadership.
- Actively maintain a portfolio of alumni and annual giving donors and collaborate closely with advancement colleagues to increase support from donors including alumni, faculty and staff, retirees, parents and friends
- Ensure accurate and complete alumni database records; record contacts, biographical and career information of alumni and annual fund donors, and participate in team's advancement meetings.
- Educate graduating students about alumni benefits, the college's annual fund, engage them in programs, and supervise work study students.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

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

MINIMUM QUALIFICATIONS:

- Bachelor's degree required OR an associate's degree with adequate/relevant work experience will be considered.
- A minimum of three years of experience in fundraising; constituent relations; events or external affairs (or equivalent/translatable experience) with demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership.
- Interest in providing leadership and contributing to a growing, high-performing fundraising team with an entrepreneurial mindset and enthusiasm for working in a high-energy, deadline-driven, fast-paced setting.
- Exemplary communications skills with demonstrated written, oral, and interpersonal talents; outstanding organizational skills and project management required.

- Demonstrated ability to strategize, implement and build constituency programs and activities.
- Ability to juggle multiple projects simultaneously and meet all deadlines.
- High level of proficiency in Microsoft Office Suite: MS Word, Excel, and Outlook
- Demonstrated ability to be a strong contributor and work collaboratively with others in a diverse and inclusive environment.
- An unwavering belief in the College's students, and a commitment to CCRI and the Foundation's mission to support students and alumni.

PREFERRED QUALIFICATIONS:

- Understanding of social media and emerging online networking platforms to achieve advancement goals.
- Experience with Raiser's Edge or a similar constituent/client database.
- Experience working in a higher education or workforce development setting.
- Experience building engagement programs and securing philanthropic support.

***This position is limited to June 30th with the possibility of renewal after annual review.**

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, ecanning@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>