



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Officer Donor Engagement
<b>POSITION NO.</b>	502754, 502879
<b>LOCATION</b>	Office of Institutional Advancement & College Relations
<b>REPORTS TO</b>	Development Director
<b>GRADE</b>	PSA 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week.
<b>REVISION DATE</b>	October 2024

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**JOB SUMMARY:**

This role will 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.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI’s Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively in a diverse, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life experiences

**Database Proficiency:**

- 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

**Entrepreneurial and Growth Mindset:**

- 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
- Educate graduating students about alumni benefits, and the college's annual fund, engage them in programs and supervise work study students
- Other duties as required

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Associate's degree
- Professional experience working as a member of a fundraising, direct mail, or research team

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree
- 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
- 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
- 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

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.