Institutional Advancement Officer

Job Description

Position Summary: The Institutional Advancement Officer is responsible for all activities related to identification, cultivation, solicitation, and stewardship of annual, major, and planned gifts from alumni, friends, corporations, and foundations.

Position Purpose: The Institutional Advancement Officer provides overall leadership, management, and coordination of the San Jose/Evergreen Community College District fund raising and alumni relations programs. This dynamic fundraiser/administrator will support the strategic initiatives of a two college district and engage in development activities to increase foundation assets and respond to student needs through the creation and implementation of a comprehensive development and alumni relations plans. The IAO reports to the SJECCD Vice Chancellor of Workforce, Economic and Resource Development. This is a 12-month supervisory position.

Duties and Responsibilities:
• Develop a visionary strategic plan for fund development, alumni relations, and retiree engagement.
• Establish, monitor, and manage goals for each area of the strategic plan and assume responsibility for meeting these goals.
• Identify unmet institutional needs/opportunities both internally and externally. Research, facilitate and design viable solutions to meet those needs.
• Identify and cultivate new sources of funding including private, public and corporate/foundation sources.
• Build and manage a portfolio of principal and major gift prospects and coordinate solicitation strategies with the chancellor’s office and the presidents of each college.
• Participate in development activities including individual meetings with donors, prospects and campus constituent groups.
• Act as primary development liaison to both campus communities.
• Assure that best practices are in place and that relevant and innovative fundraising messages are developed for diverse demographic and geographic supporters.
• Monitor, analyze and report on overall fundraising results versus goals to internal and external constituencies.
• Manage the affairs of the SJECCD Foundation, staffs the board and committees, and assures timely compliance with all legal and fiduciary requirements.
• Market and develop the foundation for greater visibility. Make presentations as needed.
• Prepare and maintain marketing materials for print and electronic communications.
• Direct, supervise, and evaluate the work of support staff.

Knowledge, skills and abilities:
• Ethical, principle-based leader who communicates high standards and expectations.
• Highly developed interpersonal skills with the ability to be diplomatic, manage internal politics, and build consensus in a complex environment.
• Ability to reconcile competing interests and build support from competing constituencies.
• Effective written, listening and oral communication skills  
• Experience with systems, processes and work alliances in a complex, collaborative organization. 
• Knowledge of principles of institutional advancement, development and philanthropy. 
• Demonstrated knowledge of techniques of donor cultivation and solicitation. 
• A clear understanding of community leadership dynamics and volunteer development. 
• Expertise with all forms of private resource development including annual, capital, planned giving and events. 
• Excellent problem solving and analytical skills. Willingness to take risks and solve problems creatively. 
• Excellent process management skills, financial operations experience and computer proficiency with development software (i.e., DonorPerfect) and Microsoft Office products. 
• Enthusiasm, sense of humor and the ability to be flexible.

**Required qualifications:**
• Requires a Master’s degree from an accredited educational institution  
• Five years’ experience with all forms of private resource development: annual, capital, planned giving, and events fund raising in a college or non-profit (501(c)3) organization  
• Experience with alumni relations and volunteer development. 
• Requires experience supervising diverse personnel in a range of programs and positions.

**Preferred qualifications:**
• Experience in managing and/or administering annual budgets in excess of $1 million dollars. 
• Proven record of accomplishment that demonstrates initiative, creativity, and managerial and interpersonal skills, preferably in a community college setting. 
• Membership in professional associations.

**Special licenses, certificates, etc.:**
• CFRE Certification

**Suggested Salary Range:**  
M-34 $116,759 - $135,164  
Comparable to VP level