



Job Description

Job Title: Director of Development

JTC: APY

Salary Range: E04

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher with three (3) years of experience in an external funding environment. Familiar with the community college instructional and service philosophies. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, and executes special programs within development in support of the district's annual giving and scholarship programs. Provides fundraising expertise and strategic guidance to advance District objectives through the annual giving program, employee giving program, alumni relations, crowdfunding and scholarships.

Develops and implements a creative and comprehensive plan to identify, cultivate, solicit and steward individual donors, as well as maintain engagement with current donor base support. Develops solicitation tracking schedules to ensure appropriate, timely solicitation and closure of pledges and requests. Launch, manage, track and report on the annual employee giving campaign, including coordination with colleges and district locations.

Serve as the primary point of contact and liaison between the district, the colleges, and the crowdfunding platform provider. Build awareness and interest in the crowdfunding platform among college, alumni and donor communities. Create, launch and manage a comprehensive alumni relations strategy, collaborating with multiple departments and the colleges.

Coordinate logistics scheduling and communication between crowdfunding project teams, college, gift processing staff, and marketing as needed. Develop, manage, and maintain scholarship policies and procedures to preserve donor interests while remaining in compliance with financial and federal aid policies.

Develop systems with effective use of technology as necessary, to track and streamline scholarship reporting processes. Prepares and presents periodic reports of development activities and results for DCCCD governing board, senior leadership team, college/location resource development officers and grant managers, and/or other stakeholders.

Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.