

## Job Description

**Job Title: Major Gifts Fundraiser**

**JTC: CQK**

**Salary Range: N07**

**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

Support the full range of organizational fundraising activities, but will assume particular responsibility for developing and managing the organization's major donor program, soliciting large gifts on behalf of the organization and managing relationships with donors and donor prospects.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience in major gift and/or fundraising experience, with proficiency in fundraising principles and best practices. Strong working knowledge of strategic development, and moves management systems in the cultivation, solicitation and stewardship processes. Demonstrated experience with securing major, high-value gifts from potential donors.

Exhibits expertise in developing and maintaining positive relationships with diverse individuals, including executives, donors, as well as internal stakeholders and leadership. Strong interpersonal and organizational skills demonstrate professional and personal integrity with a commitment to the mission, value, and goals of the District.

The ability to conduct research needed to acquire the necessary context, background, and information required to solicit gifts from prospects. Adhere to ethical and confidentiality guidelines of both the District and the Association of Professional Researchers for Advancement (APRA); and required knowledge of local, state and federal laws governing fund-raising and taxation.

Knowledge and experience in the nature and dimensions of philanthropy, motivations for giving, research and cultivation practices, face-to-face solicitation, gift processing, and fundraising reporting. Strong analytical and strategic thinking skills with demonstrated ability to create, implement and monitor policies and procedures.

Excellent verbal, written communication and presentation skills with the ability to serve as an advocate/spokesperson for the organization/District and successfully tailor communications to diverse audiences. Strong and knowledgeable customer service skills.

### 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

Bachelor's degree plus two (2) to four (4) years of experience in related field. Current and valid driver's license required to travel to various off-site locations. Advanced general computer knowledge of Windows and network-based environments, exceptional skills and experience with Blackbaud products, Raiser's Edge and Prospect Research platform. Official transcripts required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for supporting the initiatives of DCCCD through five pivotal major gift/fund raising roles: A) serves as moves manager for certain prospects, and manages a portfolio of approximately 75-100 prospects. B) Works closely with the Resource Development Officers and College Presidents during the cultivation and solicitation of major gifts. C) Responsible for updating the prospect status in Raiser's Edge. D) Collaborates on initiating and growing philanthropy for a capital campaign, DCCCD strategic priorities, scholarship funds, and key fundraising initiatives. E) Matches DCCCD funding priorities and projects with donor interests, building industry and community partnerships.

Advises and provides advanced research and preparation for college leadership, volunteers, Director of Resource Development and Major Gifts and other college staff to provide topics, create donor proposals, write donor correspondence, and organize collateral materials as required.

Assess and analyze accumulated financial, philanthropic and affinity data on individuals to assess prospects' giving capability, philanthropic tendencies, and determine appropriate cultivation and solicitation strategies. Experience in qualifying, cultivating and closing gifts of \$15,000 or more.

Acts as a liaison with college presidents, donors, and others in response to inquiries and requests for major gift fundraising. Adhere to ethical and confidentiality guidelines of both the District and the Association of Professional Researchers for Advancement (APRA), while maintaining internal policies, managing funds, and external fundraising integrity, rules, and regulations.

Extensive experience in leading in the development of ongoing strategic planning with the ability to establish priorities, report milestones achieved and assimilate the work of philanthropic research to accomplish overall strategic goals.

Speak, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Ability to communicate and interact with high profile constituents and volunteers. Ability to communicate clearly and succinctly with consideration to various audiences. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other job 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.*