Roxbury Community College is the urban college that serves communities with predominantly minority and recent immigrant populations. As such, it proudly accepts its special responsibility to serve these communities with excellence. Roxbury Community College embraces the Efficacy Model, which holds that people of all races and cultures are capable of brilliance and that many important characteristics are neither fixed nor given but subject to development throughout life. The College continually strives not only to honor cherished traditional commitments, but also to be vitally responsive to new challenges and insights.

**POSITION SUMMARY**

The Director of Development, Alumni and Foundation Affairs is part of the Office of Advancement and Community Engagement team who personally cultivates and solicits donors. The Director of Development is responsible for advancing and increasing the College's effectiveness through fundraising, initiating and facilitating relationships/partnerships with internal and external stakeholders, and oversight of activities and events to build alumni and donor relations. Under the supervision of the Vice-President, this position advances a positive image and enhances the reputation of the College to the community, and interprets and communicates the goals and needs of the College to prospect donors (e.g., business community), Alumni and Foundation members.

Major functions of this role include creating and/or maintaining ongoing one-on-one contacts, primarily through in-person meetings with donors, and through cultivation of fundraising events. The Director is responsible for managing donors, prospects, annual revenue goals, and volunteers for the College’s fundraising events, including the RCC Foundation Board of Directors. All are expected to contribute towards annual revenue benchmarks each year, as established in collaboration with the Vice President of Advancement and Community Engagement. In sum, this position will create and manage a Comprehensive Fundraising Program, and build effective working relationships with the Alumni Association and the RCC Foundation. The Director of Development must exemplify a high degree of integrity and demonstrate excellence in customer service with all staff, and external/internal constituencies.

This individual must anticipate and resolve difficult inquiries, conflicts and complaints with the goal of advancing and strengthening the image of the College.

**Supervision Received:** Vice President of Advancement and Community Engagement

**Supervision Exercised:** Grants and ESOL Programs Manager, Grant Writer, Development Admin. Asst.

**ESSENTIAL FUNCTIONS** *(Not intended to be an exhaustive list)*

- Design and implement integrated strategies for highly personalized relationship management of donors in order to motivate increased giving and deeper engagement with the College.
- Establish a high-quality, comprehensive Program to advance the College through the administration of fund-raising and community relations events.
ESSENTIAL FUNCTIONS (cont’d)

- Establish and meet annual revenue goals.
- Manage the involvement of the College Foundation’s Board of Directors, the President, Cabinet Members, faculty, and other volunteers in donor meetings and calls as appropriate.
- Identify planned giving prospects and promote benefits of deferred giving to current donors when appropriate.
- Develop highly personalized donor communications including proposals, report on how the donors’ gifts have been used, etc.
- As appropriate, work with faculty, marketing, and other staff to develop written materials on campaigns and private foundation proposals.
- Utilize wealth screening information, interest research, and networks of existing donors and other influencers to identify a pool of prospective major donors (five figure gifts and above).
- Work with state and federal resources, grant writer, faculty and department heads to identify appropriate funding opportunities for the College.
- Establish an annual calendar of cultivation and fundraising events to include alumni.
- Work with alumni and staff to identify opportunities for major donors.
- Utilize and update the College’s donor database for donor outreach and other fundraising purposes. Ensures that the donor database contains accurate and updated information at all times.
- Manage donor portfolio list, including up-to-date giving history, contacts, and other relevant information.
- Document all donor contacts in database and record all donor visits with outcomes and next steps.
- Oversee all Alumni related events and activities.
- Work closely with the Director of the RCC Foundation in the development and implementation of policies and procedures, which provide for efficient operation of the Foundation.
- Actively participate and contribute in RCC Foundation Board Meetings.
- Other related duties as assigned by the Vice President of Advancement and Community Engagement.

Minimum Requirements:
(All candidates must have the legal right to work in the United States)

- Bachelor’s degree required, Master’s degree preferred.
- At least five years related experience in development and bolstering donor acquisitions.
- Familiarity with the Boston philanthropic community.
- Demonstrated ability effectively manage staff and work with various types of governing structures (i.e. Board of Directors).
- Ability to create and implement strategic fundraising plans and meet annual revenue goals.
- Knowledge of a wide-range of fundraising methods, including major gifts solicitation, foundation grant writing, corporate fundraising, direct mail/email, payroll, telephone appeals, cause-related marketing, special events, Board giving, mini-campaigns, and capital campaigning.
- Proficiency with Microsoft Office suite, and related database management applications.
- Strong relationship building and management skills.
- Superior communication and interpersonal skills.
- Ability to work effectively as both team member and individual contributor.

Compensation:
Starting salary will be competitive and commensurate with experience and qualifications. The position includes a broad attractive benefits package.

Application Deadline:
The deadline for applications for this assignment is: June 13, 2014.

Equivalency Statement:
Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position in order to receive further consideration.
To Apply: To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:

Roxbury Community College
Human Resources Department
1234 Columbus Avenue
Roxbury Crossing, MA 02120
Email: jobs@rcc.mass.edu
Fax: 617-541-5365

For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.