Job Title: Institutional Advancement Director

Job Code: 11211

JOB SUMMARY

The Institutional Advancement Director is responsible for the administration, development and implementation of initiatives, supervision of employees, management of the operating budget, and manages the comprehensive internal and external development program.

MAJOR DUTIES

Correctly identifies technical college resource development needs by conducting research and assessments and obtaining recommendations from staff, administrative personnel, and external resource development professionals
Establishes resource development priorities to meet the needs of internal and external customers
Routinely attends special events and actively promotes program activities
Responsible for continuing program of donor acknowledgement, appreciation, and recognition including all correspondence to donors
Plans and organizes the department to meet the technical college's objectives in donor relations
Creates technical college and/or department printed and oral reports, presentations, brochures, publications, and other documents to deliver to diverse audiences
Manages the public relations for the technical college Foundation
Prepares effective advertising and publicity programs to the general public and designated audiences within and outside the community in conjunction with appropriate faculty/staff
Coordinates the development of the Foundation budget
Maintains an accurate donor database
Develops and maintains a working relationship with the Board of Trustees and external contacts to promote the technical college
Develops and submits grants proposals for private funding as needed
Coordinates and manages fundraising activities for the technical college Foundation and alumni events
Develops and maintains effective internal control structures that preserve the integrity of the department
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program
Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects
Evaluates employees at scheduled intervals upon reviewing of all relevant information
Conducts regular evaluation of services provided and makes adjustments as needed.
COMPETENCIES

Knowledge of basic fundraising principles
Ability to build and maintain strong relationships
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Bachelor’s degree in public relations, marketing, or closely related field *and* Three (3) years full-time work experience in supervising accounting functions.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.