

Director of Development/Annual Giving, WCC Foundation

About Westchester Community College:

Westchester Community College was founded in 1946 as the New York State Institute of Applied Arts and Sciences in White Plains. In 1957, the County of Westchester bought the 360-acre John Hartford estate in Valhalla and designated 218 acres for the community college. Westchester Community College is more than just the county's largest educational institution. It is a living, breathing part of Westchester that goes beyond the influence of a typical college and affects the lives of all who enter its doors.

Job Description:

Reporting to the Executive Director of the Foundation, the Director of Development/Annual Giving is a senior member of the management team responsible for cultivating, soliciting, and stewarding annually occurring gifts from a broad base of donors. The successful candidate will work closely with the entire Development Team including the Senior Director of Development/Leadership Gifts, Database Manager, and Director of Alumni Relations.

The Westchester Community College Foundation was founded in 1969, with the goal to raise funds to meet college and student needs not covered by public funds. It is historically a top-performing community college foundation, raising on average between \$4 and \$6 million in private funds annually, and disbursing more than \$2 million in scholarship funds and \$2-3 million in programmatic support for the college annually. Responsibilities focus mostly on broad based fundraising and include:

President's Council

- Increase membership in this upper-level annual appeal donor giving society
- Manage solicitations, stewardship, special events and activities
- Work closely with President's' Council Committee co-chairs and Board Leadership

Scholarships

- Manage annual solicitations for scholarships

- Stewardship of scholarship donors (cultivation, reporting, thanking)
- Develop calendar of solicitations to serve bi-annual scholarship awards needs
- Interface with scholarship administrator for information on gifts received and grants awarded
- Develop cultivation events and activities for donors

Fund for WCC (Annual Appeal)

- Planning and implementation of the Annual Appeal solicitations to various constituencies
- Institute a series of direct and electronic mailings and other solicitations
- Work with Alumni Director to plan appeals and solicitations to Alumni
- Manage donor retention and attrition
- Develop cultivation events and activities

Overall Stewardship of Donors

- Work with Development Team members to create an overall stewardship program for all donors based upon total giving per year

Special Events

- Work with Executive Director, Special Events Committee and special events consultant to develop and execute fundraising and cultivation events.

Other Responsibilities

- Participate as a member of the Development team in developing overall fund raising strategies
- Represent the College/Foundation at special events and outside functions
- Track and report progress on an on-going basis
- All other duties, as required.

Requirements:

REQUIRED QUALIFICATIONS: The successful candidate must possess ONE of the following:

- A Bachelor's Degree and five years of experience in fundraising, grant writing and grant procurement.
- A Master's Degree and four years of experience fundraising, grant writing and grant procurement.

The successful candidate must also possess:

- Knowledge and commitment to the goals and mission of the community college and evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students required, as these factors relate to the need for equity-minded practice within the classroom.
- Prior experience as a development professional, with demonstrated success in developing and executing annual campaigns and other broad-based fundraising.
- Proficiency in manipulating fund raising database systems required; knowledge of Raiser's Edge preferred.
- Outstanding writing abilities and verbal communication skills
- Knowledgeable about and committed to core community college values and the ability to demonstrate, communicate, and represent values to others. Ability to work within a culturally diverse college population.
- Demonstrated success developing and implementing strategic activities and tasks with clear goals and objectives.
- Demonstrated knowledge of higher education; experience within a community college environment is highly preferred.
- Demonstrated understanding of the complexity of the volunteer/professional relationship and success managing relationships in a warm and professional manner.
- Demonstrated analytical skills and the ability to problem solve.
- Demonstrated ability to manage multiple tasks simultaneously.
- Demonstrated success in managing and stewarding donor relationships.
- Demonstrated success working collaboratively and cooperatively with others, other departments within the organization and with other organizations and entities.

PREFERRED QUALIFICATIONS: Previous experience within a higher education environment is preferred.

Additional Information:

SALARY & BENEFITS: The starting salary is \$80,312. Additional compensation with seniority steps maximize at a salary of \$123,851. Benefits include comprehensive health coverage, a choice of defined benefit or defined contribution pension plan, generous leave benefits, and access to tax sheltered annuities and a deferred compensation plan.

Application Instructions:

Applicants must apply online by submitting a letter expressing interest in this position, a resume/CV, and contact information for three professional references. To apply online, please go to:

<https://sunnywcc.interviewexchange.com/jobofferdetails.jsp?JOBID=159161>, you must be legally eligible to work in the United States at the time of hire. Please login

to: <https://sunnywcc.interviewexchange.com/login.jsp> in order to check/edit your profile or to upload additional documents. Priority will be given to applications received **by April 14, 2023**. The review of candidates will begin immediately and continue until the position is filled.

Westchester Community College provides accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.

The College will provide equal opportunity in all of its employment practices to all persons without unlawful discrimination on the basis of political affiliation, age, race, color, national origin, ancestry, citizenship, genetic information, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, parental status, pregnancy, arrest or conviction record, membership in any reserve component of the armed forces, or use or non-use of lawful products off College premises during nonworking hours, or any other status protected by applicable state or federal law.