

## **Los Rios Community College**

### **Regional Director (VII) of Philanthropy**

**Job Posting Number: AE00719P**

**Salary: \$106,229 per year. LRCCD Salary Schedules**

**Closing Date: 01/16/2023**

**Complete job description and application available online at:**

**<http://50.73.55.13/counter.php?id=245950>**

### **Position Summary**

Under the direction of the District's Chief Advancement Officer, the Regional Director of Philanthropy will implement a comprehensive fund development program in support of the Harris Center for the Arts at Folsom Lake College and other District high priority arts initiatives. The Regional Director of Philanthropy is part of a District-wide philanthropy team whose purpose is to nurture understanding and support for philanthropy among its various constituents, including faculty, staff, retirees, alumni, students, volunteers, HCA members and the community, in order to raise support for our students, faculty, and college programs. The Regional Director of Philanthropy will be a passionate supporter of the arts and establish and grow an effective arts philanthropy program through major gifts cultivation and solicitation, annual giving, planned giving, donor cultivation, and stewardship.

### **Assignment Responsibilities**

Typical duties may include, but are not limited to:

- Working with the District's Chief Advancement Officer to develop philanthropic priorities and lead fundraising efforts for the ongoing sustainability of the Harris Center for the Arts.
- Providing leadership and direction for a new campaign for the Harris Center of the Arts to increase overall philanthropic and corporate giving to support operations, Harris Center Presents events and arts education programming. Ensuring success of the campaign by keeping it on schedule and meeting financial targets and working with an external campaign consultant.
- Creating and implementing an annual strategic fundraising plan, including annual goals and strategies to meet them.
- Serving as a regional major gifts officer for District Arts priorities, including a primary focus on HCA by cultivating, soliciting, and stewarding major donors, including current and prospective members and volunteers. Increasing annual giving, such as annual membership and sponsorships, including working with donor groups such as members, volunteers and faculty and staff.

- Working closely with colleagues to identify prospects and existing members and donors who have a passion for the Harris Center for the Arts.
- Planning, organizing, and executing cultivation and stewardship events at the Harris Center for the Arts.
- Growing the prospect portfolio and increasing the number of proposals in the pipeline and ensuring that donors are asked for appropriate gifts and their gifts meet the strategic needs of the Harris Center, College and District.
- Collaborating with colleagues across the College and District on legacy events, annual fund campaigns, donor giving days, etc.
- Working in collaboration with contract staff to help achieve department goals, support their personal growth and fundraising expertise and ensuring that tasks are appropriately divided to allow for maximum major gifts fundraising by the Director.
- Collaborating with the external management company for HCA on events, sponsorships and membership activities.
- Identifying, cultivating and soliciting planned giving donors and managing the legacy society.
- Working with volunteers to establish trust, respect, and rapport to engage them in raising funds and awareness from their personal connections and the community.
- Maintaining effective relationships and responsible stewardship with existing and prospective donors.
- Building and maintaining effective and persuasive communication strategies and tools for the various donor constituencies.
- Managing multiple projects and working under pressure of timelines to meet deadlines.
- Gathering and analyzing data to ensure effective operations and preparing reports.
- Utilizing current technology; the department currently uses Microsoft Word, Excel, PowerPoint, Outlook, and Raiser's Edge.
- Using Raiser's Edge to record contacts with donors, members and ticket holders and maintaining accurate and timely records for donor and member stewardship, reporting, and moving donors up in their giving levels.
- Maintaining ethical standards appropriate for the position, including a respect for confidentiality of donor information.
- Attending performances and events as needed.
- Working flexible hours, including evenings and weekends, when necessary
- Performing other duties as assigned.

**Minimum Qualifications**

Have a bachelor's degree from an accredited institution. All degrees must be from an accredited institution completed by January 1, 2023.

Have three years of professional fundraising experience with demonstrated success at achieving fundraising goals, including major gifts fundraising.

Have an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities as it relates to differences in learning styles; and successfully foster and support an inclusive educational and employment environment.