Vacancy Announcement

Assistant Director of Development

Cascadia Community College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of Position Title. Cascadia exempt employees enjoy 24 days of annual paid vacation (accrual based) and a personal leave day, summer work schedules with a 3-day weekend, a portable retirement package, tuition waivers, and other excellent benefits packages.

The successful applicant will have the following qualifications:

Minimum Qualifications
- Bachelor’s degree in Nonprofit Management, Communications or Business or related field OR equivalent education and/or experience
- One year experience in higher education
- Ability to communicate effectively in writing, by phone, and in person

Preferred Qualifications
- Demonstrated success in creating and sustaining effective relationships with donors, grantors, and colleagues
- Demonstrated success in securing resources, including grants, individual gifts, and sponsorships
- Experience with donor data base software or equivalent and proficiency in Microsoft Office Word and Outlook
- Experience in social media marketing
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

The anticipated start date for this position is July 1, 2013. This position may require occasional weekend and evening responsibilities.

Application Procedure - Applicants must submit the following for a complete application:

- Cascadia Community College application form (please click the link)
- Cover letter (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum qualifications, preferred qualifications and the characteristics of the position.
- Resume
- Federal and State Reporting Form (optional)

For priority consideration, complete application packets must be received by the priority date of Monday, May 13, 2013 by 9am.

Application submissions should be sent to applicant@cascadia.edu; please type in the subject line of the email: Assit Dir Dev. Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia Community College.

For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College's website (www.cascadia.edu/employment).

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
Position Summary:

Working independently and under the direction of the Executive Director for the Foundation, the Assistant Director of Development will provide leadership and strategic direction to all development programs. The position will work with academic leaders, faculty, foundation directors, volunteers and other college staff to achieve established goals. This position is responsible for managing and executing a coordinated program of fundraising and donor cultivation, including grant development and giving by private foundations, corporations and public agencies.

Essential Duties and Responsibilities:

### Coordinate Communication and Marketing Plan
- Create and manage the design of invitations, fliers, and community reports.
- Manage constant contact.
- Work collaboratively with staff in Communications & Marketing and Institutional Research to achieve Development goals.
- Provide material for social media: LinkedIn, Facebook, etc.

### Identify and Build Relationships with Potential Donors, College Faculty/Staff and Students
- Establish fundraising goals, objectives and strategies, in consultation with the Executive Director for the Foundation; participate in assessing progress toward goals; prepare annual operating plan; and submit regular reports to the Executive Director.
- Research, identify, analyze and pursue potential sources of additional funding from public agencies, private foundations, corporations, businesses, and individuals to support the missions of both the college and the Foundation.
- Manage a portfolio of prospects from identification to solicitation, using donor software to track and manage relationships.
- Solicit sponsorships, individual donations, and grants.
- Manage gift processing activities and manage donor acknowledgement letters.

### Prepare Grants/Contracts
- Prepare written proposals, informational materials, endowment agreements, and other materials appropriate to secure gifts and grants.
- Work cooperatively with college faculty and staff to develop proposals, assure required record keeping, and submit timely reports to funders.
- Provide staff support for Foundation committees and activities.
- Assume management of special projects as assigned by the Executive Director.
- Participate in management of the Foundation budget.
• Maintain internal controls and ensure compliance with college policies; local, state and federal regulations; foundation bylaws and policies; and the Donor Bill of Rights.
• Lead the team with audit preparations.

Other Duties as Assigned

Monthly 5%

Education and Experience:

Minimum Qualifications
• Bachelor’s degree in Nonprofit Management, Communications or Business or related field OR equivalent education and/or experience
• One year experience in higher education
• Ability to communicate effectively in writing, by phone, and in person

Preferred Qualifications
• Demonstrated success in creating and sustaining effective relationships with donors, grantors, and colleagues
• Demonstrated success in securing resources, including grants, individual gifts, and sponsorships
• Experience with donor data base software or equivalent and proficiency in Microsoft Office Word and Outlook
• Experience in social media marketing
• Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

Required Knowledge, Skills and Abilities:

Knowledge, Skills, and Abilities:
• Excellent interpersonal skills
• Organized and able to multi-task effectively
• High attention to detail
• Comfortable with fast-paced, yet process-oriented workflow

Physical Work Environment:

Sedentary Work: Position in this class typically require: keyboarding, talking, hearing, seeing, and repetitive motions. Work is performed at the Cascadia Community College campus and in a variety of local settings.

Exerting between 10-30 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body.

Condition of Employment:

Cascadia Community College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia Community College employees must be able to successfully work in and promote a pluralistic and diverse work and educational environment.

Note:

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.