

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Chief Development Officer (CDO)**

Data Year: 2019

Prepared On: 06/20/2019

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|--------------------|------------------------|----------------------|------------|
| Department:        | Development and Alumni | Grade:               | 15         |
| Reports To:        | President              | Classification:      | Exempt     |
| Supervises Direct: | 3                      | Supervises Indirect: | 0          |
| Approved By:       | Dr. K Trzaska          | Effective Date:      | 04/02/2018 |
|                    |                        | Revised Date:        | 03/28/2018 |

**Role:**

The CDO reports to College President and will focus significantly on cultivation and major gift solicitation to support non-discretionary gift giving and campaign-focused goals. The CDO is a central facilitator, liaison, and champion of connecting and building partnerships between donors, alumni, and organizational leaders in an effort to promote institutional progress and growth through philanthropic support of capital improvements, program growth, facility upgrades and overall campus facility development. The CDO will develop major gift proposals and facilitate asks. The CDO also serves as the Director of the College Foundation.

**Essential Functions & Responsibilities:**

- E 50% Oversee capital campaign(s), major gift solicitation, and leadership of the development office. As part of this work, the CDO will work to build successful and sustainable working relationships with employee team members, Foundation Board Members, College Board of Trustees, and the community to establish, sustain, and guide a strong culture of philanthropy and connection to the College.
  
- E 25% Create, nurture, and lead a culture of philanthropic support and progress to promote and advance the five directions of the College of the college by effectively recruiting, motivating, and managing volunteers. Document prospect strategies and contact reports; evaluate new prospects and generate stewardship reports. This should be fulfilled in partnership with the Associate Director of Annual Giving and Alumni Engagement.
  
- E 20% Plan and implement development strategy that includes identifying measurable targets for each fiscal year (e.g., personal visits, stewardship activities, solicitations, asks). Manage general correspondence daily to cultivate major gifts prospects.
  
- E 5% Performs other duties and responsibilities as assigned by the College President. The Foundation Board may provide direction and insight to the CDO's responsibilities via discussion and mutual agreement between the College President and Foundation Board.

**Performance Measurements:**

1. Develop and manage a portfolio of prospects capable of making significant (major) gifts in order to secure major gift commitments sufficient to meet or exceed determined and agreed-on campaign and giving goals.
2. Promote and collaborate with the college foundation, board of trustees, alumni engagement boards.
3. Promote the College's five core values through projecting a positive image, reputation, attitude and connection to our campus and community.
4. Cultivate existing and new donor relationships with the intent of sustaining and increasing donor engagement, support and overall philanthropic giving to the College.

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5. Coordinate the interaction, relationship, and use of federal student financial aid with foundation student financial aid.
6. Manage the College's philanthropic culture including coordination with campus departments, leadership (deans, vice presidents, etc.), and Booster Club to assure alignment of fundraising goals and strategies.
7. Assist in the development and implementation of college foundation through their board of directors.
8. Develop and implement programs that include measurable targets for each fiscal year (e.g., personal cultivation visits, stewardship activities (i.e., alumni engagement events), fundraising solicitations, and major asks).
9. Provide energetic leadership to the overall preparation of annual foundation budget and in managing and monitoring the budget.
10. Manage the business functions of the foundation through appropriate coding of contributions and management of investments.
11. Assist the College President, Foundation Board members, Executive Team, and Campus Deans in working with the public/private officials and organizations to enhance programs of the college. This effort supports the facilitation and growth of our philanthropic culture.

**Knowledge and Skills:**

|                      |   |
|----------------------|---|
| Experience           | At least five years of experience working in a capacity where cultivation and raising recourses is a focus. This must include fundraising and capital campaign oversight and proven success. Experience in a higher education setting, particularly a community college, is preferred.  |
| Education            | Master's degree preferred. Bachelor's degree with at least five years of responsible experience in fundraising and capital campaign oversight.  |
| Interpersonal Skills | Work involves extensive personal contact with members of the Board of Trustees, community leaders, business leaders, and internal managers. Motivating others or getting them to do things that they might not do otherwise is a key to success for incumbents in this position. External contacts are vital, not only for the success of the position, but the success of the goals of the college overall.  |
| Other Skills         | Knowledge of:<br>Managements principles involved in fundraising, resource allocation, leadership technique, and coordination of people and resources.<br>Experience or exposure to fundraising.<br>Motivational or influencing techniques.<br><br>Skills:<br>Proficiency in a variety of software applications to include MS office (Word, Excel, PowerPoint and Outlook).<br>Strong interpersonal, listening and communication skills.<br>Strong writing skills. |

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Strong complex problem solving skills.  
Strong organizational skills.  
Excellent judgment and decision making skills.  
Excellent critical thinking skills.  
Strong customer service skills.  
Excellent self-starter.

Ability to:

Work independently on and off campus.  
Work with commitment to teamwork and willingness to work collaboratively with colleagues from across the institution.  
Draft compelling proposals.  
Effectively resolve issues, while exercising sound judgment and diplomacy in all interactions.  
Manage multiple relationships and tasks concurrently with fluidity.  
Demonstrate a significant level of trust and diplomacy is required, in addition to normal courtesy and tact.  
Influence and/or sell ideas or services to others.  
Maintain confidentiality and integrity of sensitive information.  
Demonstrable initiative and a strong work ethic.

Physical  
Requirements

Physical requirements are based on an 8 hour work day but may vary significantly and regularly due to local, regional and national travel because of the broad expectations of high visibility and community engagement required.

Sitting for a period of 30 min at one time with a total of 6 hours  
Standing for a period of 30 min at one time with a total of 1 hour  
Walking for a period of 10 min at one time with a total of 1 hour  
Lifting up to 5 lbs. frequently and up to 10 lbs. occasionally  
Carrying up to 5 lbs. frequently and up to 10 lbs. occasionally  
Repetitive Action: use of right and left hand for simple grasping and pushing and pulling  
Use both feet for repetitive movements as in operational functions  
Bending, squatting, and reaching above shoulder level occasionally  
Keyboarding up to hours daily  
Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment Regular exposure to favorable conditions such as those found in a normal office.  
Day trips and occasional overnight trips may be required.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

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**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature