



Development Director

Overview

Tillamook Bay Community College Foundation is looking for an enthusiastic, relationship-oriented Development Director that is passionate about helping people. We are looking for a creative, energetic, and experienced professional who likes working as part of a team and strives to deliver exceptional customer services in all interactions. The Development Director helps carry out the mission of the Foundation to increase public awareness of the College and raise private funds for student scholarships, program development, faculty development, special projects, and facilities and equipment to benefit the students of Tillamook Bay Community College (TBCC) and the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. The county has a population of 26,000 and TBCC serves over 2,060 students per year.

Organizational Relationship

Reports to: Executive Director of Advancement and TBCC Foundation

Term of Employment

Annual: position July 1 – June 30

Type: 1 FTE

40 hour work week; *this is an exempt employment position.*

Flexible work hours will be needed to accommodate occasional event activities

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

General Statement

The Development Director is responsible for the management of the TBCC Foundation Scholarship program, creation and management of the TBCC alumni association, coordination of civic events for the College, and the successful management of annual

fundraising campaigns and activities that will meet fundraising and resource development goals for Tillamook Bay Community College and the TBCC Foundation.

Major Areas of Responsibility

- I. Fundraising and campaign management
- II. Scholarship program management and administration
- III. Alumni program development and coordination
- IV. Event management

Fundraising and Resource Development

- Develop and implement an annual fundraising plan that includes individual giving, business giving/sponsorship opportunities, alumni and employee giving, annual campaigns, and capital campaigns as needed to meet Tillamook Bay Community College fundraising needs.
- Cultivate new and retain current donors to continue to build the donor base.
- Provide guidance to student organizations and clubs regarding fundraising activities and ensure compliance with administrative policies.
- Support the TBCC Grant Writer to secure grants primarily from businesses and family foundations to meet program needs.
- Make solicitations for donations in person and writing.
- Actively participate with the TBCC Foundation volunteer board members and lead the Foundation Board's Event and Fundraising committee.
- Oversee program and scholarship funds held at the Foundation and provide for their appropriate transfer to TBCC in support of their designated purpose.
- Support the Executive Director with major gifts and planned giving initiatives.

Scholarship Program Coordination

- Coordinate and administer scholarship application cycles using online database
- Provide one-on-one support to students to answer questions and complete the application process
- Collaborate with the student services team to hold scholarship training workshops for students
- Work in cooperation with the financial aid office to obtain and verify student information

- Coordinate scholarship promotions internally and externally, which may include designing and the distribution of information to the community.
- Coordinate and train scholarship reviewers on software and program procedures
- Manage the scholarship award process by coordinating the TBCC Scholarship Committee and collaborating with student services and the business office.
- Act as liaison between faculty/staff, students, and the public to provide information and resources regarding scholarship activities and programs
- Manage the process to renew annual scholarships with individual donors, corporations and businesses, community organizations and private foundations, and establish new scholarships.

Alumni Program Coordination

- Develop and facilitate the College's alumni program, including overall planning, strategy, and evaluation.
- Act as lead for alumni initiatives, programs, and services.
- Manage an alumni database.
- Oversee alumni communication to meet program objectives.
- Assist with planning, producing, and maintaining content and Alumni testimonials for use in College and Foundation communications.
- Maintain positive interactions with staff, faculty, and student organizations to assist with cultivating enthusiasm, support, and participation with the TBCC Alumni Program.
- Evaluate and monitor effectiveness of the Alumni Program and recommend improvements.

Community and Fundraising Event Coordination

- Develop and manage recognition and stewardship opportunities and events such as the annual student award reception, Annual Mildred Davy Memorial Scholarship and Recognition Luncheon, President's Circle activities, the North Coast Throwdown tournament, and other fundraising and stewardship events as planned.
- Serve as the point person working with the equity and inclusion committee, student organizations, and staff and faculty to coordinate civic engagement events held on the college campus or those sponsored by the College or Foundation at other venues.
- Create and manage an annual events calendar.

- Manage a process that ensures all logistical elements of each event are managed effectively including facilities and site preparation, marketing and promotion, and speak/guest accommodations.
- Manage event budgets.
- Process payments and invoices.
- Engage with guests and vendors.
- Liaise with speakers.
- Post-event reporting.
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Knowledge Skills and Abilities

- Strong ability to communicate with College staff, students, alumni, and community members using excellent verbal and written skills.
- Ability to maintain effective working relationships with College staff, students, alumni, and community members.
- Ability to handle confidential information in an appropriate and compliant manner.
- Ability to effectively present information and respond to questions in one-on-one and in group situations.
- Ability to effectively manage and track multiple projects simultaneously, prioritize, work well under pressure with a high degree of accuracy, and meet overlapping deadlines.
- Ability to plan and coordinate events and motivate volunteers for assistance.
- Ability to solicit fundraising support by making personal solicitations to donors both in writing and in person.
- Excellent interpersonal skills, personal initiative, and can-do positive attitude.
- Excellent attention to details and accuracy.
- Must be able to lift and carry 25 lbs.

Required Qualifications

- Bachelor's degree in communications, nonprofit management, business, or other related field and at least three years successful experience in raising funds, event coordination, and community or donor relations, OR an equivalent combination of education and experience sufficient to perform the essential duties of this position as stated above.
- Experience writing and editing business documents.
- Experience successfully coordinating events.
- Experience managing projects that require attention to detail.
- A sensitivity to, and appreciation of, cultural differences—and willingness to consider equity within decision making.
- Intermediate computer skills in Microsoft Office Word and Excel, including adept typing ability and proficiency in Microsoft Outlook email system.

- Experience using a database to manage information.

Preferred Experience

- Bi-lingual in Spanish
- Experience working in higher education; preferably community college.

To apply, please fill out the TBCC job application, provide a cover letter that explains how you meet the required qualifications and your specific experience in the four key areas of responsibility, and attach a resume that outlines your work and volunteer experience.

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description to patryan@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and choose the staff application packet.

Position Open until filled

First review of applications: January 17, 2020

Compensation and Position Availability

This is a 1.0 FTE Exempt position. Salary is \$49,355 (\$24.77/hour). Benefits are in accordance with Board Policy. Full employer paid PERS.