



DAKOTA COUNTY
TECHNICAL COLLEGE

1300 145th Street East, Rosemount, MN 55068

08-18-10

Position	Corporate and Foundation Gifts Officer (MnSCU Academic Professional 3)
Position Condition	Full-time Unlimited, Unclassified, Exempt (MAPE)
Application Deadline	September 10, 2010
Start/End Date	October 4, 2010
Location	Dakota County Technical College, Main Campus in Rosemount
Responsibilities	The focus of this position is to increase DCTC Foundation funding and major gifts through corporate foundations, community foundations, and private and family foundations using a systematic gifts and grants program which encompasses identification, cultivation, solicitation and stewardship. This systematic process includes the development of yearly plans for each stage including initiating and conducting research, preparation of proposals, and all other aspects of successful solicitations of gifts and grants.
Qualifications	<ul style="list-style-type: none"> • Three to five years successful experience in major or planned gift fundraising. • Experience working with a 501(c)(3) non-profit corporation. • Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the college. • Interest in all aspects of education and a dedication to promoting the college's fundraising priorities through developing excellent relationships. • Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas. • Successful experience in making cold calls as well as developing cultivation and solicitation strategies. • Must have excellent interpersonal skills and a demonstrated record of completing assignments. • Ability to set priorities and meet deadlines. • Strong writing and oral presentation skills. • Strong organizational skills and attention to detail. • Computer skills and a general working knowledge of the Microsoft Office Suite applications. • Knowledge and experience in using donor management software. • Ability and willingness to work a flexible schedule involving travel throughout the Minneapolis/St. Paul metropolitan area, and on occasion out of state.
Preferred Qualifications	<ul style="list-style-type: none"> • Experience in major or planned gift fundraising in higher education. • Bachelor's Degree
Notice	<i>In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.</i>
Salary	Commensurate with qualifications and experience
How to Apply	<p>Submit your online application and supporting information to: http://agency.governmentjobs.com/dctc/default.cfm</p> <p>A cover letter, resume, references and transcript copies will be required as part of the application process.</p>

*Dakota County Technical College is
An Affirmative Action/Equal Opportunity Employer/Educator*

State of Minnesota POSITION DESCRIPTION A		Employee's Name VACANT	
Agency/Division MnSCU/Dakota County Technical College		Activity New Position	
Classification MnSCU AP3	Working Title (if different) Corporate and Foundation Gifts Officer		Position Control Number 01080251
Prepared By Sue Raddatz/Ron Thomas		Previous Incumbent New position	Appraisal Period to
Employee's Signature (this position description accurately reflects my current job)	Date	Supervisor's Signature (this position description reflects the employee's current job)	Date July 15, 2010

<p>POSITION PURPOSE</p> <p>The focus of this position is to increase DCTC Foundation funding and major gifts through corporate foundations, community foundations, and private and family foundations using a systematic gifts and grants program which encompasses identification, cultivation, solicitation and stewardship. This systematic process includes the development of yearly plans for each stage including initiating and conducting research, preparation of proposals, and all other aspects of successful solicitations of gifts and grants.</p>
<p>REPORTABILITY</p> <p>Reports to: College President and indirectly to the DCTC Foundation Board of Directors</p>
<p>DIMENSIONS</p> <p>Budget: Influences revenue for the DCTC Foundation budget.</p> <p>Clientele: DCTC Foundation Board of Directors, donors, DCTC faculty and staff, DCTC students and alumni, friends and partners of DCTC, MnSCU staff, business and industry leaders, community leaders, and volunteers.</p>

POSITION DESCRIPTION B	Employee's Name VACANT	Position Control Number 01080251
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<u>Resp. No.</u>	Principal Responsibilities, Tasks and Performance Indicators	<u>Priority</u>	<u>% of time</u>	<u>Discretion</u>
1.	<p>Responsible for the development of and continuation of a systematic corporate and foundation gifts and grants program.</p> <p>Tasks:</p> <ul style="list-style-type: none"> A. Develop a systematic corporate and foundation gifts and grants program to increase funding received from corporation foundations, community foundations, private and family foundations. B. Develop a yearly strategy to meet or exceed the DCTC Foundation Board of Director's revenue goal for major gifts and grants (gifts of six figures). C. Develop strategies to manage and increase the stewardship of grants and sponsorships from local, regional, and national foundations by building relationships with senior corporate and foundation executives. D. Responsible for seeking out opportunities and developing and implementing initiatives to research, identify, cultivate and solicit prospects to ensure a strong base of ongoing financial support. E. Manage and participate in all aspects of the gift cycle including: <ul style="list-style-type: none"> a. Initiate contacts with potential leadership and major gift donors. b. Develop appropriate cultivation strategies. c. Move potential donors in an appropriate and timely fashion toward solicitation and closure. d. Make solicitations when appropriate. e. Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors. F. Draft proposals/applications for funding from individuals, charitable trusts and companies. <p>INDICATORS:</p> <ul style="list-style-type: none"> a. Meet or exceed the fiscal year revenue goal. b. Demonstrated effective working/communication relationships with the President, the Foundation Board of Directors, key administrators, staff and faculty. c. Yearly development strategy is well documented and communicated to key constituents. 	A	65	A
2.	<p>Develop and implement a Planned Giving Program.</p> <p>Tasks:</p> <ul style="list-style-type: none"> A. Develop and implement a Planned Giving Program. B. Develop strategies for identification, cultivation, and solicitation of Planned Giving prospects. C. Coordinate Planned Giving activities. D. Develop strategies to aggressively market the Planned Giving Program. E. Actively manage a portfolio of Planned Giving prospects and donors for cultivation, solicitation, and stewardship. F. Evaluate the effectiveness of the Planned Giving Program, and give a yearly report to the DCTC Foundation Board of Directors. <p>INDICATORS:</p> <ul style="list-style-type: none"> a. Program is successfully developed and implemented. b. Prospects yearly goal is met. 	A	15	A

3	Provide the leadership for all capital fund raising programs. Tasks: A. Provide the leadership in all aspects of administration, research and coordination of Capital Campaigns for academic programs, facilities or athletics. B. Operate a “traffic light system” to highlight any potential clashes or opportunities between askers for capital funds and the ongoing work of foundation revenue fundraising. INDICATORS: a. Capital fundraising meets established monetary goal.	A	20	A
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POSITION DESCRIPTION C	Employee's Name	Position Control Number 01080251
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NATURE AND SCOPE (Relationships; knowledge, skills, and abilities; problem solving and creativity, and freedom to act)

RELATIONSHIPS

This position reports directly to the President and the DCTC Foundation Board of Directors. This position is highly visible in the college community and in the broader external community and requires integrity, good judgment, professionalism, a positive image of service, respect for all types of persons, and confidentiality. This position will be expected to interact with many different constituents and interact with the President on a regular basis.

Both written and oral communication is critical for this position. The communications must be accomplished in a timely and accurate manner. This person must frequently make small and large group presentations and conduct meetings of/with various stakeholders. The person will require a high level of understanding of all aspects of the college in order to be effective. The person must have the ability to work independently as well as a member of a team. All employees of Dakota County Technical College are expected to conduct themselves in a professional, cordial and customer service based manner at all times. All communications must be conducted with courtesy and respect.

KNOWLEDGE, SKILLS, and ABILITIES

- Three to five years successful experience in major or planned gift fundraising, preferably in higher education
- Experience working with a 501(c)(3) non-profit corporation.
- Bachelors Degree, preferred.
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the college
- Interest in all aspects of education and a dedication to promoting the college's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, other fundraising professionals, volunteers, and other supportive members/areas of the college community.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and a demonstrated record of completing assignments.
- Ability to set priorities and meet deadlines.
- Strong writing and oral presentation skills.
- Strong organizational skills and attention to detail.
- Computer skills and a general working knowledge of the Microsoft Office Suite applications.
- Knowledge and experience in using donor management software.
- Ability and willingness to work a flexible schedule involving travel throughout the Minneapolis/St. Paul metropolitan area, and on occasions out of state.

PROBLEM SOLVING AND CREATIVITY

The person in this position will need the ability to do day-to-day problem solving, including meeting deadline; being accountable to donors, foundation board of directors, and college personnel; gathering data; responding to inquiries. Problems encountered will be those needing immediate attention and will need to be solved in a confidential, professional manner.

FREEDOM TO ACT

This position has the freedom to initiate, lead, develop and coordinate all activities within the realm of this position description and the mission, goals, and objectives of the college and the DCTC foundation. Controls are the policies and regulations set by the College, MnSCU Board of Trustees, DCTC Foundation Board, and the State of Minnesota.