



Position: Director of Philanthropy	Position Number:
Department/Site: Office of Advancement and Development	FLSA: Exempt- Administrative (Classified Administrator)
Reports to: Vice President of Advancement and Development or assigned administrator	Salary Range V

### DEFINITION

Under the general direction of the Vice President of Advancement and Development, the Director of Philanthropy provides direction, execution and fundraising expertise for the resource development related activities of the college. A key emphasis of this position is focused on foundation, corporate and individual giving. As a key leadership position of the Advancement and Foundation Office, the director of philanthropy is responsible for meeting annual fundraising goals and working on the success of all aspects of the Advancement and Foundation Office.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Advancement and Development and exercises general direction and supervision over administrative support staff.

### CLASS CHARACTERISTICS

This class provides assistance to the Vice President of Advancement and Development in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive background as well as skill in coordinating program work with that of other District divisions and agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decisionmaking. T

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Advancement and Development.  
Performs other duties as assigned.

## QUALIFICATIONS

Knowledge of:

Advancement and development philosophies and practices, especially as they apply to private fundraising programs, industry and private foundations

Best practices in the development of major gifts, corporate relations, alumni giving and individual giving.

Philosophies and practices for

