

**AFP Charlotte Chapter
Job Opportunities Service**

Position Available

Central Piedmont Community College

Director of Development – 02/03/2012

Date Position Available: Immediately

Position Reports To: Associate Vice President of Institutional Advancement

Position is: Full Time

Responsibilities:

1. Manages strategies and activities for donor cultivation, solicitation and relations.
2. Designs, implements and manages fundraising for selected activities including annual giving, special projects, and other college-related solicitations.
3. Develops and maintains close relationships with the philanthropic community, individuals, and corporate donors, sponsors, board members, and volunteers.
4. Prepares periodic reports to management and the CPCC Foundation Board.
5. Collaborates with the appropriate staff to ensure that publications and website include donor-focused content.
6. Develops and implements events-based fundraising initiatives.
7. Ensures that the donor database contains accurate information, coordinates with the appropriate staff to perform periodic database maintenance; develops strategies to obtain contact information on potential donors and sponsors.
8. Prepares and submits stewardship reports to donors.
9. Assumes key development duties within the context of an ongoing comprehensive campaign.
10. Performs other duties as assigned

Qualifications:

Bachelor's degree from an accredited institution and 5 years of increasingly responsible experience relating to fundraising, annual funds, grant writing or special events.

-Experience in raising funds from foundation, corporations, and individuals.

-Experience in the development of fundraising proposals.

-Familiarity with donor databases and fundraising software.

-Experience in special event-based fundraising and obtaining sponsorships.

-Experience in conducting comprehensive fundraising campaigns.

-Ability to build and maintain relationships with donors and friends of the college.

Salary Range: \$43,510.00 - \$67,441.00

Application Procedures and Special Instructions:

Apply on-line at <http://www.cpcc.edu/humanresources/employment>

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