



Job Description

Job Title: Chief of Advancement Initiatives

JTC: APO

Salary Range: A95 (Unbanded)

FLSA: Exempt

The District is seeking a creative, results-driven, collaborator who can optimize the use of technology and regional services to help the District provide a unified, comprehensive approach to meeting the needs of its community. Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

The Chief of Advancement Initiatives also serves as Executive Director for the DCCCD Foundation and provides strategic leadership for the creation and execution of a development plan in support of the strategic initiatives of the District.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Results-oriented fundraising professional with an established track record of diverse and progressively more sophisticated advancement experience, capital campaign planning, and executive experience in a higher education setting. An experienced leader who can contribute to the success of the DCCCD and share its mission, vision and values.

Knowledge and experience with prospect research, gift processing software, online giving strategies, traditional and new media and other emerging technologies that will optimize the districts outreach to potential donors. Passionate about the mission of community colleges; superb planning, execution, facilitation, and training skills; energetic and highly adaptable.

The ability to connect with potential donors that meets their commitment to invest in the mission and vision of the DCCCD. The ability for planning, execution, facilitation, and training skills; energetic and highly adaptable. Knowledge of best practices and current trends of philanthropy in higher education who can cultivate a spirit of transparency, accountability and collaboration.

Must possess excellent interpersonal and presentation skills needed to represent the DCCCD interests to a wide spectrum of constituent groups, consortia and collaborative partners. Demonstrated commitment to the values of promoting and enhancing diversity. Ability to utilize computer technology to access data, generate reports, prepare spreadsheets and reports.

Must have the ability to: think critically and creatively; write and communicate effectively; work independently and collaborate well; manage multiple projects and multiple timelines simultaneously; navigate complex issues and people with a high level of sensitivity and success. Excellent oral and written communication skills to meet the needs of a diverse population, internal and external to the system. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree with five (5) years of experience of increasingly responsible and successful positions in non-profit leadership and fundraising, preferably in a higher education setting; demonstrated success working with boards and cultivating relationships with donors; in depth understanding of the community college sector. Requires five (5) years of demonstrated supervisory experience of full-time staff. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.***

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Chief of Advancement Initiatives will be responsible for devising strategies to achieve outcomes in 5 key areas: planning, capacity building, donor development, direct fundraising, and board development. These areas are outlined in more detail below:

The successful candidate is accountable for developing an Annual Campaign that raises resources to address the strategic initiatives of the District. Serves as a resource to colleges to assist in developing cases for support, determining funding equations, and implementing a process for identifying, qualifying, cultivating, and approaching potential donors.

Accountable for developing and implementing capacity building initiatives to provide professional development for college leadership and to support colleges in their fundraising strategies. Accountable for developing the case for support and the funding equation for District-level initiatives in support of the strategic initiatives of the District.

Provide effective management of college funds in the District Foundation. Accountable for cultivating relationships with high value donors on behalf of the DCCCD at the Chancellor and DCCCD Foundation Board. Work closely with the DCCCD Chancellor, Foundation Board, and the Presidents of the seven District colleges to achieve the outcomes established by the Board of Trustees.

Accountable for leading and supporting the DCCCD Foundation Board in their efforts to support the needs of the district. Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff. Manage, lead and support DCCCD development staff towards goals and objectives.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Perform other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of



the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.