

Job Description

Job Title: Senior Manager – Scholarship Donor Relations

JTC: CQC

Salary Range: N06

FLSA: Exempt

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

Provides guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and model's integrity in decisions, communication and treatment of all individuals internal/external to the college community. Protects the privacy and confidentiality of employees, students and others. Creates a work environment that embraces and appreciates diversity. Enables employees and/or students to grow and succeed through positive feedback and instruction.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating organizational and departmental plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions.

Clarifies and communicates performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Makes decisions that are based on thorough analysis of issues and uses sound judgment. Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent 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

Bachelor's degree or higher plus two (2) to four (4) years of related experience. Official transcripts are required. Special licenses or certifications such as registered nurses (RN), CPR, etc., will be required depending on the nature of the position. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as the key steward for current and prospective philanthropists in support of DCCCD and DCCCD students through scholarships. Manage the scholarship agreements, coordinates the scholarship thank you process, and reports on privately funded scholarships.

Provides oversight of DCCCD Foundation scholarship program by managing, reviewing, approving, accepting and filing of fully executed donor's agreements. Audits documentation of existing Foundation funds, and monitors active scholarships to ensure scholarships are awarded within established guidelines. Adheres to all District policies and procedures and the internal policies and procedures of the DCCCD Foundation.

Build professional relationships and collaborates with major gifts officers to identify key prospects using a moves management model. Develop, produce and execute activities to cultivate, manage and enhance ongoing relationships with individual donors in support of the District strategic goals. Coordinate with the major gifts officer to identify key prospects using a moves management model to create maximum impact for the District.

Understand and utilize new and existing technological resources including Raiser's Edge to document interactions with potential and new scholarship donors. Ability to analyze, plan, organize work and meet schedules and deadlines; maintain accurate records and prepare reports as requested.

The ability to communicate both orally and in writing with internal and external donors using tact, diplomacy, understanding and compassion to successfully establish Foundation scholarships, and explain complex rules and regulations to donors and individuals through various communication methods.

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.

Performs 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.