

JOB TITLE: EXECUTIVE DIRECTOR OF RESOURCE DEVELOPMENT

CLASSIFICATION: E-3

REPORTS TO: CHANCELLOR

SUPERVISION GIVEN: None

GENERAL PURPOSE AND SCOPE OF POSITION:

The Executive Director of Resource Development carries responsibility for developing, managing, and sustaining a strong friend and fund raising program in the region.

DUTIES AND RESPONSIBILITIES:

Community Outreach / Friend Raising :

- ◆ Identify and cultivate potential donors to Ivy Tech Foundation.
- ◆ Build partnerships with community groups, employers, BIT clients, foundations and individuals to further the mission of the College and bring in resources to support students, faculty and programs.
- ◆ Develop and implement strategies to convert prospects to donors and to encourage continued giving by current donors.
- ◆ Acknowledge contributions and maintain quality relationships with supporters.

FUND RAISING:

- ◆ Develop and implement fund raising programs, activities, and budgets to increase regional resources.
- ◆ Develop fund raising goals and plans through documented need and solicit funds through personal contact to generate and build relationships.
- ◆ Makes personal solicitation calls on individuals, corporations, foundations, and organizations to gain support for the College students and programs.

COORDINATION OF VOLUNTEER ACTIVITIES:

- ◆ Serve as staff support to the Resource Development Council.
- ◆ Provide leadership, support and coordination for Council activities and projects.
- ◆ Cultivate community leaders to consider service on the council.
- ◆ Provide reports, statistics, and case materials for Council meetings and campaign needs.
- ◆ Coordinate volunteer cultivation and solicitation calls.
- ◆ Schedule meetings with volunteers and staff to solicit for specific projects in the region.
- ◆ Provide statistical and personal support to staff, volunteers and faculty in making contacts for financial support.
- ◆ Involve other college volunteers including Regional Trustees and Program Advisory Committee members as appropriate for specific fund raising activities and campaigns.
- ◆ Develop strategies for involving volunteers more in developing efforts.
- ◆ Make solicitation calls on volunteers as required.

FOUNDATION COORDINATION:

- ◆ Serve as liaison between Region and Central Foundation staff for coordinated projects, reporting, guideline and procedure development and campaign structure and implementation.
- ◆ Prepare and update regional three-year development plan and coordinate this plan with overall Foundation efforts.
- ◆ Coordinate Regional goals and strategies with statewide strategic plan.
- ◆ Assist in the development of coordinated fund raising materials, campaigns, themes, and projects with Central Foundation staff.
- ◆ Coordinate contact and solicitation of multi-region donors with appropriate staff from Central Foundation and other affected regions.

REGIONAL DEVELOPMENT PLANNING AND ADMINISTRATION:

- ◆ Supervise the maintenance of data base information on donors and prospects, fund balances and fund activities .
- ◆ Take action to insure correct and proper stewardship of donated funds and materials.
- ◆ Assist in developing plans to appropriately record, manage and spend contributions.
- ◆ Coordinate fund raising activities with other key regional staff.
- ◆ Develop methods to involve staff in development efforts.
- ◆ Communicate regularly on progress of fund raising efforts.
- ◆ Plan and maintain regional schedules for development activities to tie in with regional goals, needs and program development activities.
- ◆ Develop and implement communications strategies in conjunction with regional relations staff, to inform internal and external constituencies about Ivy Tech and the Foundation.
- ◆ Serve as member of the administrative team.
- ◆ Participate in planning and implementing programs and projects to strengthen regional operations.

EDUCATION AND EXPERIENCE:

Bachelors Degree and five years of progressive development or similar experience, preferably in higher education or a non-profit organization. CFRE or equivalent preferred. Commitment to attainment of CFRE or other appropriate credentials expected.