DESCRIPTION
The Director of Development is an essential member of the Institutional Advancement team who is responsible for creating and executing the Bellevue College (BC) Foundation’s Development Plan to raise an annual budgeted revenue of $1,775,000 (FY20). This position is a highly visible role with the primary responsibility for planning, organizing, and directing all of Bellevue College’s fundraising including, the major gifts program, annual fund, corporate partners program, special events and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors. The Director of Development has a personal portfolio of approximately 120 donors and supports portfolio management for the Executive Director and the VP of Institutional Advancement. The Director of Development also manages three positions including the Associate Director of Development - Annual Fund, Associate Director of Development - KBCS, and Events Manager and Board Liaison. In order to strengthen the College’s presence in the community, the Director of Development is active in community relations activities by engaging with businesses, organizations, community stakeholders, alumni, as the Alumni Relations Officer, and civic leaders. This position will represent the College and the BC Foundation in the community as requested.

COMPREHENSIVE WAGE AND BENEFIT PACKAGE
Salary range begins at $85,972. Annual salary will be commensurate with candidate’s qualifications and related experience.

We offer comprehensive compensation package with salary and benefits as the main components. Generous benefits package is offered through Washington State plans that includes multiple medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

For more details about Bellevue College’s excellent employee benefits, please visit Benefits section, next to Description section.

ABOUT THE COLLEGE
Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 44% students of color and over 1,100 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.
We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our http://www.bellevuecollege.edu/futurevision/core-themes/, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

ABOUT THE DEPARTMENT
Institutional Advancement is the external facing division of Bellevue College. IA includes marketing, public relations, graphic design and the Bellevue College Foundation. The Foundation works with the college to build a culture of philanthropy and support. The Foundation’s purpose is to raise funds to fulfill the mission of the Foundation and thereby the college’s mission. The Foundation’s goal is to increase its impact on the college and community by increasing capacity and contributed revenue, act as a bridge connecting the college and the community, and serve as a customer service unit to the College.

POSITION DUTIES

Revenue Generation
- Design, implement, and manage a comprehensive, development plan focused on expanding and enhancing relationships with donors and prospects to increasing philanthropic support for the Foundation and the College.
- Grow major gifts and corporate partners program.
- Lead strategic vision to oversee and grow the annual fund.
- Strategically meet with prospective donors and donor portfolio on a continual basis to establish effective communications with them.
- With development team, oversee donor stewardship, acknowledgment and recognition strategies.
- Support and empower Executive Director, VP for Institutional Advancement, Foundation Board members, and other leadership volunteers to meet annual revenue goals.
- Oversee creation of publications to support fund raising activities.
- Accompany senior College leadership on cultivation and solicitation calls, as appropriate.

Donor Operations/Management/Supervision
- Oversee donor research, maintenance of donors’ records in database.
- Staff Board Development Committee meetings and provide auxiliary support for the Board Events Committee. Participate in selecting staff, training and development of staff, planning and assigning work, evaluating performance, and taking corrective action.

Community Engagement
- Act as Alumni Relations Officer for the BC Alumni Association.
- Manage BC Alumni Association communication and Board Meetings.
- Establish long-term partnerships and strengthen existing relationships with community businesses, organizations, individuals, and governing bodies.
- Make public appearances/accept speaking engagements to share information about the BC Foundation with the community.
- With the Executive Director serve as a liaison between Foundation and BC campus stakeholders, building relationships in order to strategically leverage resources, develop strategies to support college initiatives, and identify partners who can champion funding priorities and opportunities.
• Build relationships and collaborate with College administration, faculty, students, and alumni to create a well-rounded understanding of the College’s programs and build strategies to support college programs and initiatives.
• Perform other duties as assigned.

QUALIFICATIONS/CORE COMPETENCIES
• Bachelor’s Degree. Relevant experience may be substituted for the education requirement on a year-for-year basis
• Seven (7) years of hands-on fundraising experience with progressive responsibilities and proven results increasing gift revenue - preferably in higher education
• Ability to commit to Bellevue College’s mission, goals, and objectives
• Recent experience successfully cultivating and soliciting major gifts of $25,000 and more
• Demonstrated ability to participate in all aspects of the giving cycle
• Staff management experience
• Demonstrated experience motivating and managing volunteers
• Budget management experience
• Demonstrated ability to formulate strategic plans, organize, establish objectives and priorities, implement plans, and achieve goals within a complex non-profit environment
• Knowledge of and experience with planned giving
• Ability to apply best practices and appropriate fundraising principles, methods, and techniques
• Knowledge of and adherence to ethical standards of fundraising
• Effective interpersonal skills and professional demeanor
• Ability to work independently as well as a team member
• Ability to work early mornings, evenings and weekends as needed
• Ability to travel for business needs if needed

SPECIAL INSTRUCTIONS FOR APPLICANTS
Applications received by 03/12/2020 will be given full consideration. Applications received after that date may be considered until the position is filled. This position is not eligible for relocation allowance.

Background Check:
Prior to start an employment, a background check will be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant’s suitability and competence to perform in the position.

How To Apply:
Click on the word Apply at the top right corner of the job announcement.

Individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will be considered incomplete and will not be screened for the position.

• Complete an online Application (note that stating "See Resume" on any section of the online Application will be deemed incomplete)
• Attach a Cover Letter
• Attach a Curriculum Vitae/Resume
• Attach a Diversity Statement that addresses the following: Please provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College (maximum 2 pages).

To apply, visit https://apptrkr.com/1929101

Bellevue College is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. Please see policy 4100 at www.bellevuecollege.edu/policies/. Applicants with disabilities who require assistance with the recruitment process may contact hr@bellevuecollege.edu or 425-564-2271. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564- 2641, Office C227, and EEOC/504 Compliance Officer, 425-564- 2178, Office R130.

Copyright ©2017 Jobelephant.com Inc. All rights reserved.