
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment

Email: jobline@evergreen.edu

Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2009-022MAT

Opened: September 30, 2009

This recruitment is open indefinitely, and may close without further notice.

DIRECTOR OF DEVELOPMENT

Note: This bulletin was revised 12/3/09 to reflect that the search has been extended

SPECIAL NOTE

This position is a full time "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program, and seven public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

POSITION PURPOSE

Under the general direction of the Vice President for Advancement/Executive Director of the Foundation, The Director of Development and Individual Giving is responsible for working with the development staff and other campus leaders to design, organize, implement and assess a comprehensive development program for the College. The program incorporates annual fund raising, major individual, corporate, foundation, and planned gifts.

NATURE AND SCOPE

The Director of Development and Individual Giving serves as the primary manager of portfolios of major prospects and will plan, manage and direct a comprehensive development program. This will include annual giving, targeted campaigns and initiatives, cultivation and fund raising events, volunteer support, prospect management and other cultivation and stewardship efforts. This position oversees and supervises two Major Gifts Officers, the Prospect Manager and the Annual Fund Manager.

COMPENSATION

- Salary is \$6,266 to \$7206 per month of full time work depending on experience and qualifications.
- A full benefits package which includes: 12 days of sick and 24 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the Tuition and Fee Waiver and Tuition Discount programs.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Three years of successful major gift fund raising experience to include planning and managing development activities including systematic cultivation, solicitation, and stewardship; closing major gifts; fund raising; gift planning; and development of philanthropic relationships.
- Three years of successful supervisory experience.
- Basic computer software skills including Excel (spreadsheet), Word (word processing), Outlook (calendaring) and internet browsers.

DESIRED QUALIFICATIONS

- Management experience working face to face with senior-level executives and major donors.
- Demonstrated success in working and building relationships with volunteers, boards, and campus constituents.
- Demonstrated leadership abilities (project, personnel, institutional)
- Excellent oral and written communication and presentation skills.
- Project, initiative or capital campaign experience (within the last five years).
- Major Gift fund raising experience (within the last five years); college or university experience strongly preferred.
- Familiarity with planned giving strategies and vehicles.
- Demonstrated participation in continuing professional education for fund raising.
- CFRE (Certified Fund Raising Executive) certification.
- Demonstrated professional organization participation and leadership.

ESSENTIAL FUNCTIONS

- Provide leadership and guidance to the college community to ensure that individual fund raising efforts are integrated and consistent with the college's overall mission, goals and objectives.
- Plan, manage and implement a comprehensive development program including annual giving, major gift cultivation, solicitation and stewardship, targeted campaigns and initiatives, cultivation and fund raising events and volunteer support.
- Responsible for strategic planning and goal setting to increase fund raising effectiveness and coordinate all development activities throughout the institution.
- Identify, cultivate and solicit a portfolio of individuals for major gifts through ongoing contacts, making an average of 15 personal visits each month, combined with numerous additional written, telephone, event, and other contacts. Support others making major gift portfolios.
- Coordinate solicitation of appropriate foundations and corporations.
- Oversee the work of the Prospect Manager, providing support, guidance and strategic direction for prospect identification, cultivation and tracking, including the development and use of research tools.
- Maintain electronic information on prospect contacts, analyze complex donor, contact and budget information and submit timely reports on progress.
- Prepare (conceive, write, contribute to) fund raising materials and provide pertinent articles for various college and departmental publications, including Evergreen Magazine.
- Provide primary staff leadership to the Evergreen Foundation Board of Governors and its working committees.
- Motivate and coordinate faculty, staff, student assistants and volunteers in support of fund raising activities.
- Provide staff support to the Provost and Academic Deans to develop and identify short- and long-term fund raising goals for various academic programs.
- Establish and maintain strong working relationships with faculty and other key campus constituents.
- Coordinate the Major Gifts team and lead regular meetings. Support the President and Provost on their major gift calls.
- Oversee the Annual Fund program, providing support and guidance to the Annual Fund Manager.
- Serve as an ambassador for the foundation and the college to various institutional divisions and internal audiences as well as external audiences including media, government agencies, funding agencies, students, and other constituent groups.
- Attend regular team meetings and college events.
- Supervise the Major Gifts Officers and the Annual Fund Manager and their associated programs.
- Maintain flexibility and ability to travel – including the ability to use technology to work and stay in contact from remote locations – and maintain a good driving record.
- Develop and manage the fund raising budget.
- Coordinate gift clubs, stewardship and donor recognition activities.
- Act as a primary liaison and partner with Alumni Relations and Marketing and Communications.
- Actively participate in Advancement leadership with the Vice President, the Director of Alumni Relations, and the Executive Director of Marketing, Communications and College Relations.

ADDITIONAL DUTIES

- Serve on college committees and Disappearing Task Forces (DTFs) as assigned.
- Perform miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven experience and success as a leader/manager in development.
- Ability to develop and implement comprehensive fund development goals, strategies and plans.
- Ability to communicate and work effectively with a wide range of constituents in a diverse community.
- Ability to identify and target major funding prospects and to strategize, plan, organize, direct and evaluate solicitation programs.
- Ability to plan, organize and direct multiple programs and activities, including appropriate budget planning.
- Strong written and oral communication skills (including presentation skills for individual, small group and large group presentations).
- Strong interpersonal and community relations skills, including the ability to proactively develop and maintain relationships with key constituents.
- Knowledge of annual giving programs and their operation within a higher education institution, including emerging trends, methods and technologies.
- Knowledge and a proven track record in managing and closing major gifts.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Strong creative and problem solving skills.
- Ability to understand, develop and manage fund raising budgets.
- Ability to work self-sufficiently, with minimal clerical/administrative support.
- Ability to supervise and train employees, including organizing, prioritizing and scheduling work assignments.
- Ability to coach and mentor junior staff (staff development) and upper management (fund raising skills).
- Ability to identify and apply best practices and appropriate fund raising principles, methods and techniques.
- Ability to use fund raising database, prospect management, and budget/spreadsheet software.
- Ability to organize and prioritize personal workload.
- Knowledge of and adherence to ethical standards of the fund raising profession.

CONDITIONS OF EMPLOYMENT

- Must provide proof of identity and employment eligibility within three (3) days of beginning work;
- May be required to submit to a background check;
- May require occasional evening and weekend work;
- Ability to travel and maintain a driver's license with a good driving record.

APPLICATION PROCESS

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A letter of application that clearly states how you meet the minimum qualifications and the extent to which you meet the desired qualifications and that thoroughly describes how your qualifications, training and experience have prepared you to demonstrate at least the first four Knowledge, Skills and Abilities statements listed above.
2. A resume which includes a chronological work history that details your education, training and professional experience including months and years in each position and key achievements and results of your work.
3. A list of at least 3 professional references.

All application materials must be received prior to the closing date of this position in order to be considered. This position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, SEM I Room 4107
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Library Building, Room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

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AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: DIRECTOR OF DEVELOPMENT - 2009-022MAT

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: _____
- An organization publication: _____
- Other web site: _____
- Newspaper or other publication: _____
- Other: _____

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

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REFERENCES

Name: (Print) _____

Position: DIRECTOR OF DEVELOPMENT - 2009-022MAT

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date