

Colorado Mountain College Position Description Template

Title: Regional Development Officer

FLSA Classification: Non-Exempt (hourly)

Hiring Rate: \$27.00 Part-Time: 28 hours/week

Primary Responsibility

This position reports to the Steamboat Springs Campus Vice President (VP) and the CMC Foundation Director of Development in a shared role. The Regional Development Officer (RDO) will work in direct partnership with the Campus VP to generate support for the CMC campus through events, fundraising and community engagement. Day to day operations are at the direct supervision of the Campus VP and CMC Foundation Director of Development providing fundraising guidance remotely (and in person occasionally).

S/he will plan and attend events in conjunction with the campus for the purpose of the cultivation, solicitation and stewardship of generating friends, students, donors and CMC champions in the community. S/he will ensure sustainability of donor relationships through ongoing stewardship, cultivation and solicitation efforts via individual meetings and community events. S/he will effectively communicate the vision, mission and funding needs of the College. This position will work in tandem with CMC and CMC Foundation leadership in identifying, securing and attending appointments with prospective and active college champions. Additionally, s/he will assist and work with CMC Foundation for community engagement, as well as to personally represent the College and the Foundation as an “ambassador” at select community functions.

Ability to solicit donations from individuals, foundations and business as well as establish/have collaborative relationships and coordinate with external community partners is essential. The successful candidate will be self-motivated, flexible, high-energy and a creative problem-solver.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position, such as a Bachelor’s Degree and three years related experience, or equivalent formal education and experience. Minimum of three years sales, fundraising or event experience required. Proven experience in developing strategies for donor retention growth and recapture and proven success with complex requests preferred.

Special Skills or abilities directly applicable to the position: Demonstrated success as a fundraiser, community organizer or event planner. Ability to relate well and work effectively with multiple constituencies and audiences. Excellent verbal and written skills. Knowledge of office systems: MS-Office preferred and fundraising database systems (e.g., Raiser’s Edge, Salesforce.com). A team

player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation. Travel requires frequent travel within the College. The amount will vary depending upon size and geography of region.

Ability to build and sustain helpful working relationships with staff and community members in a fast-paced environment while remaining flexible, proactive, resourceful and efficient; maintaining a high level of professionalism, integrity/ethics and confidentiality is critical to this role.

Highly organized and detail-oriented; has initiative and follow-thru to execute projects from initial stage through completion. Strong administrative, written, verbal and interpersonal communication skills.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities are preferred.

Essential Duties by estimated percentage of work (based on an average of 10-12 hours/week):

- 50% In partnership with the Campus Vice President, develop relationships and secure meetings with individuals, businesses and foundations to inform and/or update them on CMC with the goal of continued or new support with a specific focus on securing gifts for:
 - Renew and Solicit New Scholarships.
 - Communicate regularly with donors, prospects and volunteers to insure adequate/high levels of engagement and stewardship.
- 30% Work collaboratively and closely with CMC staff in multiple departments as needed for community engagement opportunities.
- 10% Identify grant opportunities and work with campus representatives and foundation grants coordinator to write compelling proposals to secure new commitments and upgrade existing donor commitments.
- 10% Meet regularly (via phone or in person) with the Foundation CEO and Foundation Director of Development, both individually and as a member of the RDO group, to review campus updates, provide summary of emerging needs and opportunities to Foundation, review portfolio management and actively participate in planning and forecasting sessions. Attend quarterly Regional Development Officer/Advancement team meetings at Central Services in Glenwood.

Success is measured through:

- Filing 5 qualitative call reports monthly. Visits should have an equal balance of introductory, solicitation or stewardship intent.
 - Metrics are tracked via Donor Perfect call reports as entered by RDO.
- Year over year increases in fundraising revenue and number of donors and activity.
- Increased community awareness, interactions and support of CMC and the CMC Foundation.

Reimbursement:

- The CMC Foundation agrees to reimburse the RDO for all travel and related approved business expenses associated with the conduct of work, as appropriate and aligned with the college’s spending policies and Foundation related activities.

Supervision Received

Position requires minimal supervision and only requires guidance of critical projects

Supervisory Responsibility

Position is responsible for serving as a lead worker for others in the department

Job Complexity

Position works within general guidelines and determines how work is performed

Decision Making and Impact

Decisions impact the position and may impact others in the department

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Will require travel within the College district/service area, altered work schedules with evenings and/or weekend hours.

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Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

Date: 7/18/2019

HR Reference Information:	
Position group and code:	437115 85%/32500 15%
Date of review:	2/22/2019

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.