



## Job Description

**Job Title: Senior Director-Development**

**JTC: AQD**

**Salary Range: E05**

**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

Responsible for leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be able to provide direct leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Understands and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Ability to manage complex projects; plan and evaluate processes or programs; examine and re-engineer operations; recommend policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Able to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Able to manage internal and external relationships in ways that promote the best interest of all stakeholders. Ability to sustain and improve the work environment in the face of change and environmental challenges. Understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Ability to seek ways to proactively improve organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. Recommends policy/procedural changes to support business needs.

Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience.

## 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

Master's degree plus three (3) to five (5) years of experience in related field. Official transcripts are required. Must have valid driver's license. \*\*\*Will be subject to a criminal background check. positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, and executes a number of special programs within development in support of the district's annual giving and scholarship programs. Provides fundraising expertise and strategic guidance to advance District objectives through the annual giving program, employee giving program, alumni relations, crowdfunding and scholarships. Stays abreast of new trends in technology and best practices related to development through professional development opportunities.

Develops and implement a creative and comprehensive plan to identify, cultivate, solicit and steward individual donors, as well as maintain engagement with current donor base support. Develops solicitation-tracking schedules to ensure appropriate, timely solicitation and closure of pledges and asks. Launch, manage, track and report on the annual employee giving campaign, including coordination with colleges and district locations. Manage donor societies and the promotion of employee, individual and community giving programs. Create, launch and manage a comprehensive alumni relations strategy, collaborating with multiple departments and the colleges.

Works collaboratively with DCCCD leadership, Foundation team and/or stakeholders and constituents to advance District priorities. Serve as the primary point of contact and liaison between the district, the colleges, and the crowdfunding platform provider. Build awareness and interest in the crowdfunding platform among college, alumni and donor communities. Coordinate logistics scheduling and communication between crowdfunding project teams, college, gift-processing staff, and marketing as needed.

Develop, manage, and maintain scholarship policies and procedures to preserve donor interests while remaining in compliance with financial and federal aid policies. Oversees the scholarship donor stewardship and reporting processes. Develop systems with effective use of technology as necessary, to track and streamline scholarship-reporting processes. Prepares and presents periodic reports of development activities and results for DCCCD governing board, senior leadership team, college/location resource development officers and grant managers, and/or other stakeholders.

Maintains high ethical standards and adherence to applicable rules, regulations, policies and procedures. Presents information in a clear and concise manner that is understandable to donor and/or donor scholarship recipients. Must have excellent interpersonal, presentation, oral and written communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Ability to provide excellent customer service.



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. Position requires regular and predictable attendance.*