



Job Description

Job Title: Associate Vice President, Development

JTC: ANY

Salary Range: E03

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 developing, planning and successfully attaining external funding for assigned location. Lead or assist in comprehensive fund-raising activities aimed at securing transformational gifts during a time of growth.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience to lead the development organization with vision and creativity, an entrepreneurial outlook and envision new possibilities and emerging challenges. Demonstrated successful fundraising experience, major gift solicitation, project management with proven track record of closing major gifts.

Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives. Ability to construct, articulate, and implement annual strategic development plan.

Proven ability to foster relationships and interact effectively with a diverse population of individuals both internally and externally. Outstanding interpersonal skills with the ability to navigate a campus environment and to understand and relate effectively with diverse constituents, instructional leadership, prospective donors and community leaders.

Excellent analytical ability with an understanding of data and familiarity with analysis and tactical planning, commitment to transparency in reporting and experience using data to identify and assess effectiveness of development policies and practices. Strong team-builder and member who is goal oriented, skilled in decision making, competitive and inquisitive, strong ethical values.

Successful leadership, mentoring and team building experience. Demonstrated ability to create and effectively communicate a compelling case for donor support, along with strong oral and written communication skills. Must have excellent customer service skills.

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 years of experience in a community college and five years of experience in external relations, administering grants including research, writing proposals, grant management/administration and/or monitoring/reporting.



Must have current driver's license for offsite travel. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the design and execution of the development operational plan that will help achieve the districts fundraising goals and objectives. Develop and maintain contacts with local, state, and federal funding sources, including alumni and friends of the college.

Support collaborative efforts for new program development including but not limited to curricular and co-curricular support. Lead, prepare and motivate others to work in new and innovative ways to secure funding from external sources.

Identify external sources, preform preliminary research, and develop proposals to solicit funds from a variety of sources. Analyze organization and apply best practices. Research and develop content for new program development and grants; supports and trains others to research, write, and submit funding proposals.

Responsible for the accuracy, completeness and timely submission of all proposals. Serve as the primary resource for the location regarding grants and compliance. Translate academic and technical data and other information for a variety of audiences.

Designs and executes a staffing plan to meet requirements through selection, training, coaching, development, evaluation and supervision of assigned staff. Must have excellent interpersonal, presentation, verbal and written communication skills to interact with individuals from diverse backgrounds within the DCCCD community network.

Supervises two (2) to five (5) full time employees and manage budget.
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.