

Colorado Mountain College

Position Description

Title: Regional Development Officer, Part-time Maximum 28 hours per week
FLSA Classification: Non-Exempt
Hiring Rate: \$36.70 per hour

Primary Responsibility

Reporting to the assigned Campus Vice President(s) and the Foundation Director of Development in a shared role the Regional Development Officer (RDO) serves as the lead fundraiser in the assigned geographic area on behalf of the Colorado Mountain College Foundation and the College. The RDO will identify, research, cultivate, solicit, and steward individuals, businesses and grant making organizations to secure annual fund, programmatic and capital campaign and/or planned gifts. This position works in direct and daily partnership with the assigned Campus Vice President(s) and receives fundraising coordination and tracking via the direct supervision of the Director of Development, with the Foundation CEO providing strategic guidance. Coordination of donor events in the region is also required.

The RDO 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 and securing appointments with community members; inclusive of assisting and working with CMC Foundation Board members (and assigned County Trustee(s) when appropriate) as an identifier, connector and college ambassador with local prospects and community members.

The RDO will plan and attend events in conjunction with the assigned campus(es) for the purpose of the cultivation, solicitation and stewardship of donors and the community. This position may also be asked to represent the campus(es) in the business community such as with the Rotary and Chamber; and partner with the Campus VP(s) on working with other non-profit and government entities.

Ability to close major (4-6+ figure) gifts and 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 with a strong ability to work independently.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a bachelor's degree and three years related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Minimum of three years sales, fundraising, and/or community/event organizational experience required. Proven direct fundraising experience for donor acquisition and events requests preferred. Experience with Capital or Major Gift Campaigns is highly desired.

Special Skills or abilities directly applicable to the position: Demonstrated success as a fundraiser (4-6+ figure gifts) with proven experience in developing strategies for donor identification, retention, and growth. 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., Donor Perfect, Raiser's Edge). A team player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation. Position requires frequent travel within the assigned region, CMC district and occasional travel outside of the college footprint. The amount will vary depending upon size and geography of region.

Ability to build and sustain helpful working relationships 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. Demonstrated ability to prioritize efficiently, be flexible and work on multiple projects simultaneously, both as an individual and as part of the team. Strong administrative, written, verbal and interpersonal communication skills.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

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

Essential Duties

- Develop relationships and conduct in-person meetings with individuals, businesses, community members and grant-making organizations in assigned region (primarily) to secure donations and community support for Colorado Mountain College, inclusive of management of a personal portfolio of 50-70 active prospects/donors (pro-rated for part-time positions) to cultivate, solicit, steward gifts of 4-6 figures, on average to ensure adequate/high levels of engagement and stewardship.
- Work in close and regular partnership (via phone, online or in person) with the Foundation CEO, Director of Development and Foundation team members for the strategic identification, cultivation, engagement and tracking of prospects/donors.
- Work collaboratively and closely with the assigned Campus Vice President(s) and campus staff to discuss needs of the campus; provide summary of emerging needs and opportunities to Foundation.
- Coordinate and manage events designed to cultivate, solicit and/or steward donors and alumni in the assigned region.
- Engage faculty and departments in identifying and connecting with "lost" Alumni.
- Identify ways to work with current students to develop activities that will ensure student involvement with the Alumni Association after graduation.
- Represent the College and Foundation at events and activities to enhance the prominence and positive profile of the College in the community.
- Other duties as assigned.

Success is measured through:

- Year over year increases in fundraising revenue and number of donors in the assigned region.
- Well organized and successful events in the assigned region.
- Filling 15 qualitative call reports monthly; resulting in 3 monthly major gift proposals/solicitations (\$1000 annual gift minimum) and 2 legacy leads annually. (Pro-rated based if part-time). Visits should have an equal balance of introductory, solicitation or stewardship intent.
 - Metrics are tracked via Donor Perfect call reports as entered by RDO.
- Successful completion of regional Capital Campaigns if applicable (with Central Services assistance).

Supervision Received

This position reports to a designated administrator.

Supervisory Responsibility

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

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. 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.

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.

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 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

Position Code: 437115/85% 325000/15%

BLS SOC RDO

Position ID 13-1131

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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. Employees may perform other related duties as required to meet the ongoing needs of the organization.