

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Major Gifts Officer		<i>Approval Date:</i> August 18, 2008
<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0576
<i>Approved by:</i> College President		

GENERAL DESCRIPTION

Works with the Executive Director of Foundation, Foundation Board, and College employees as appropriate to identify, cultivate, solicit and recognize gifts. Duties include, but are not limited to, researching, identifying and developing fundraising resources, maintaining relationships with donors, and administering funding campaign initiatives.

KEY RESPONSIBILITIES

% OF TIME

1.	Develop and implement a comprehensive development plan to meet budget needs and to build endowments and reserves.	10%
2.*	Identify and solicit contributions from individuals, corporations and foundations.	50%
3.*	Provide leadership to strengthen and expand fundraising contacts, cultivating relationships with past and potential donors and designing and implementing a communication strategy for major donors.	10%
4.*	Develop and implement strategies for major giving campaigns.	5%
5.	Manage donor recognition activities for major donors.	10%
6.	Work with leadership and Board members to help carry out funding goals.	10%
7.	Participate in the development of marketing tools and special fundraising projects.	5%
8.	Performs other related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Bachelors degree required.
<i>Experience:</i>	3 to 5 years of prior work related experience.
<i>Planning:</i>	Plans exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position is college-wide.
<i>Impact on Budgets:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing assessment plans for one or more campuses.
<i>Complexity:</i>	Broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required.
<i>Decision Making:</i>	Independent judgment is required to recommend objectives, evaluate new approaches and assess changing conditions. Supervision reviews objectives.
<i>Problem Solving:</i>	Problems are complex and varied. Must be able to develop new, non-standard approaches.
<i>Communications with Others:</i>	Regular internal and external contacts to carry out programs and to explain specialized matters requiring cooperation, explanation and persuasion. Occasionally requires personal contact with the public.
<i>Supervision of Others:</i>	Has responsibility or authority limited to the direction of student or temporary workers. Nature of work supervised is limited to highly standardized, routine administrative duties.
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline, working knowledge of related fields and understands information in several unrelated professional disciplines.
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.
<i>Working Conditions/Physical Effort:</i>	Work is typically performed in an office, library, or computer room and involves sitting at a desk or table with intermittent sitting, standing, or stooping. Occasional lifting of 25 pounds or less.

