



POSITION: Coordinator of Institutional Advancement
(Continuation of position contingent upon grant renewal)

DATE: April 28, 2021

SCOPE OF RESPONSIBILITY: The Coordinator of Institutional Advancement is responsible for all activities related to the identification, cultivation and stewardship of annual major and planned gifts from alumni, friends, corporations, foundations and other external funding sources. The Coordinator of Institutional Advancement will serve as development liaison and provide support to other college fundraising special projects.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Develop and implement fundraising strategies from individuals, corporations, Trenholm State employees, foundations, and other private, public, and non-profit entities via annual giving, memorial gifts, major gifts, planned giving initiatives and endowment building activities.
2. Develop and manage an alumni relations program, initiating and implementing strategies for engaging college alumni and increasing/retaining their support.
3. Collaborate with and provide support to the Trenholm State Community College Foundation, Inc., as directed, in accordance with the Board of Trustees policy #213.01.
4. Plan and implement special events and programs related to development efforts.
5. Develop a visionary strategic plan for fund development, alumni relations, and retiree engagement aligned with the College's mission.
6. Work closely with the Dean of Development to transform funding opportunities into grants and proposals.
7. Establish fundraising priorities and build a portfolio of principal and major gift prospects and coordinate solicitation strategies.
8. Monitor, analyze and report on overall fundraising results and goals to internal and external constituencies.
9. Participate in professional development organizations, committees, boards, meeting, and community activities; travels locally, and out-of-town as necessary.
10. Manage strategies and activities for donor cultivation, solicitation, and relations.
11. Develop and maintain close relationships with the philanthropic community, individuals, and corporate donors, sponsors, board members, and volunteers.
12. Develop alumni database and assist with the establishment of an Trenholm State Alumni Association.
13. Identify and engage alumni volunteers for College search committees, advisory boards/committees, and other institutional initiatives.
14. Develop and maintain an up-to-date donor database.
15. Develop strategies to obtain contact information for potential donors and sponsors.
16. Maintain awareness of best practices, new and developing trends in fundraising and gifts management.
17. Participate in special projects and other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree from a regionally accredited institution.
2. Documented two (2) years of demonstrated experience in successful fundraising.
3. Experience with alumni relations and volunteer development.

PREFERRED QUALIFICATIONS:

1. Experience in managing and/or administering annual budgets.
2. Three years of experience with all forms of private resource development: annual, capital, planned giving, and events fundraising in a college or non-profit (501© 3) organization.
3. Proven record of accomplishment that demonstrate initiative, creativity, managerial and interpersonal skills, preferably in a community college setting.
4. Membership in professional associations.

SALARY: \$45,000 - \$55,000 based on qualifications and placement according to Trenholm State's Salary Schedule C3.

ANTICIPATED STARTING DATE: On or before June 15, 2021

APPLICATION DEADLINE: May 19, 2021, 5:30 p.m.

APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at www.trenholmstate.edu and by contacting the Office of Human Resources at (334) 420-4442 or csegree@trenholmstate.edu. Application materials may be delivered to the Office of Human Resources, Room A102 of the Administration Building on the Trenholm Campus, or submitted via U.S. mail to the following address: Trenholm State Community College, Office of Human resources, P.O. Box 10048, Montgomery, AL 36108. Applications currently on file must be resubmitted for this position. If you are applying for more than one position, submit a complete packet for each position. Once submitted, all application packets become the property of Trenholm State. The submission of all application materials (an application packet) to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. **Delinquent, e-mailed, and unsigned application packets/documents will not be accepted. Only complete application packets will be considered.**

A completed application packet consists of:

- ✓ A completed official College employment application; **"See resume or attached"** will not be accepted.
- ✓ A current résumé.
- ✓ Three (3) signed letters of reference; **font-typed signatures are not acceptable.**
- ✓ Copies of all relevant transcripts. Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the "Required Qualifications" section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment

*As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the "Required Qualifications" section. The letters of verification must include the applicant's beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

Applicants who fail to submit a complete application packet will not be considered.

OTHER INFORMATION:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Trenholm State Community College reserves the right to withdraw any job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Trenholm State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically

confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Trenholm State will make reasonable accommodations for qualified disabled applicants or employees).

Trenholm State Community College is an equal opportunity employer.