



Philanthropy Officer Hartnell College Foundation

DEFINITION

Under the general direction of the Director of Philanthropy and working in partnership with the Senior Philanthropy Officer, the Philanthropy Officer provides support and fundraising expertise for the development related activities of the Foundation. This includes, but is not limited to, identifying, cultivating, soliciting, and stewarding donors; working with volunteers and committees; leading and executing special events; creating annual appeals; and strategizing activities related to alumni engagement.

SIGNIFICANT RESPONSIBILITIES

- Work with senior leadership to develop strategies and implement tactics that will successfully increase philanthropic support from key constituencies including individual donors, alumni, foundations, and corporations. Provide leadership and coordination for special events
- Provide staffing support and facilitation to event committees or councils, and work in partnership to develop strategies and implement tactics that will successfully increase philanthropic support.
- Develop and execute an alumni cultivation strategy. Work closely with alumni and faculty in planning activities and programs. Maintain communications with alumni, encouraging long-term relations.
- Assist in the production of marketing materials for the Foundation, including annual appeals, articles in the weekly President's Report and the Annual Report to the Community, newsletters, and digital marketing and social media
- Assist with Advancement operations at all levels including information for donor records and database.

KNOWLEDGE and ABILITIES

- Demonstrated record of success in generating significant commitments from corporations, foundations, and individuals, including knowledge of identification, cultivation, solicitation, and stewardship strategies and techniques
- Strong communication skills including ability to write and speak persuasively about the institution
- Take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision
- Strong organizational and time management skills
- Familiarity with advancement operations, including database and standard policies
- Experience in planning and managing special events and fundraising activities
- Knowledge of Raiser's Edge a plus

- Perform duties with attention to detail and accuracy
- Create budgets and work within their parameters
- Work evenings and weekends, and open to travel opportunities
- Develop excellent relations with donors, volunteers and the campus community
- Be self-motivated and disciplined to regularly set and achieve work goals
- Maintain a positive, productive attitude at all times
- Exercise good judgment, discretion and maintain confidentiality
- Establish work priorities, problem solve and work independently
- Maintain a high level of poise and professionalism in all circumstances

MINIMUM QUALIFICATIONS

- Bachelor's degree required with a minimum of 3-5 years of increasingly responsible development, event coordination, or project management experience
- Demonstrated success in fundraising and project management
- Must have a valid driver's license
- Strong computer skills
- Demonstrated ability in grant and proposal writing
- Demonstrated ability to write well and communicate effectively
- Excellent interpersonal skills and relationship management

CONDITIONS OF EMPLOYMENT

Full-time position. Salary range \$69,000 - \$73,000 annually. Health benefits, 8 hours per month of sick leave, based on a 40-hour work week and 80 hours paid vacation annually.

Please send resume and cover letter to Hartnell College Foundation attn: Terri Ugale at tugale@hartnell.edu (831-755-6810) by **Friday, February 12, 2022 at 5:00 PM** at 5:00 PM. Qualified applicants will be contacted for interviews.

Commitment to Equity:

We commit to provide a student-centered design of the college experience to ensure that every student receives what they need in a tailored pathway to successfully achieve their varied educational, career and personal goals. We will promote an anti-racism and anti-sexism agenda. We will raise awareness to the historical context of inequity and promote evaluation as well as reform of policies and practices that produce structural inequity. We pledge to work to correct other forms of systemic oppression against students based on race/ethnicity, gender identity and expression, sexuality, national origin, citizenship status, class, socioeconomic status, ability, language, religion, age, physical appearance, intersections of these identities, and others not yet identified.