



**HARTNELL COLLEGE  
FOUNDATION**

## **Hartnell College Foundation – Philanthropy Officer**

Hartnell College Foundation is seeking an accomplished individual to serve as a Philanthropy Officer. The ideal candidate will have experience in all areas of fund development, including donor identification, cultivation, solicitation, and stewardship; planning and managing special events and fundraising activities; working with volunteers and staffing committees; engaging our alumni community; and developing and implementing fundraising strategies to address the needs of the College and students. The Philanthropy Officer will carry out the duties and responsibilities listed in the full position description below.

### **Organization Overview**

The Hartnell College Foundation (Foundation) was incorporated in December 1979. During the early years, the Foundation focused its efforts primarily on scholarships. In recent years, the Foundation has grown to include a comprehensive fundraising campaign for scholarships, equipment, program support, and endowments. The Foundation currently manages over \$52 million in assets. The Foundation's purpose is to cultivate resources that champion student success and support the Hartnell College District. A broad base of community support provides the infrastructure to continue worthwhile programs.

In supporting student success, the Foundation has more expansive roles than similar institutions. The College's Office of Institutional Advancement is unique in its structure, working in close partnership with the Foundation and the College as catalysts for innovation and connectors with the community. The Foundation's impact on student success and its ability to attract community support have been widely recognized. The Foundation is considered among the top five community college foundations in the state and in the top 25 in the country.

The Foundation provides the following employee benefits

1. 100% paid health benefits for employees including dental and vision. The employee covers the premium cost for the employee's dependents.
2. A 401K retirement plan with employer matching contribution of 25% of employee's contribution.
3. Employer provided life insurance coverage to \$25,000 payout.
4. HRA Plan with employer contribution of \$350 annually.
5. Flex work schedule.
6. Vacation and sick leave.

## **Job Description**

### **Summary**

Under the general direction of the Director of Philanthropy, the Philanthropy Officer provides support and fundraising expertise for the fundraising 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; working with scholarship donors and implementing the Foundation's scholarship program; and implementing activities related to alumni engagement.

### **Essential Duties And 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.
- Work with the Development and Marketing Coordinator on alumni and other program-specific events, provide staffing support and facilitation to event committees or councils, and work in partnership with staff and volunteers 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 relationships.

- Implement the Foundation's scholarship program, including cultivating, soliciting, and stewarding donors, planning events, and working with the Hartnell College Office of Financial Aid.
- Assist with Advancement operations at all levels including information for donor records and database.

### **Required Knowledge, Skills, Abilities and Other Characteristics**

- Demonstrated record of success in generating significant commitments from corporations, foundations, and individuals
- Knowledge of identification, cultivation, solicitation, and stewardship strategies and techniques
- Demonstrated ability in grant proposal writing
- Experience in planning and managing special events and fundraising activities
- Demonstrated ability to write well and communicate effectively
- Excellent interpersonal and relationship management skills
- Strong organizational and time management skills, including the ability to take primary responsibility for a diverse number of projects and complete them in a timely manner with limited supervision
- Familiarity with advancement operations, including database and standard policies
- Knowledge of Raiser's Edge a plus
- Ability to perform duties with attention to detail and accuracy
- Maintain a positive, productive attitude at all times
- Exercise good judgment, discretion and maintain confidentiality
- Maintain a high level of poise and professionalism in all circumstances
- Strong computer skills and experience with Google Workspace

### **Other**

- Must be able to meet routine office physical demands including climbing stairs, carrying up to 20-pound objects, and possessing the dexterity and vision to operate office computers and equipment.
- Must possess a valid driver's license and provide proof of auto insurance.
- Ability to work evenings and weekends, and open to travel opportunities

### **Education and Experience:**

- Bachelor's degree with a minimum of 3-5 years of increasingly responsible development or project management experience.
- Additional years of experience may be substituted for a bachelor's degree.

**Salary Range:** \$69,000 - \$73,000 annually

## **HOW TO APPLY**

Please send resume and cover letter to the Hartnell College Foundation attn: Kristine Edmunds ([kedmunds@hartnellcollegefoundation.org](mailto:kedmunds@hartnellcollegefoundation.org)). Priority review is Friday, January 27, 2023, at 5:00 PM. Qualified applicants will be contacted for interviews.

Please share this search announcement with your colleagues and network.