

Chief Advancement Officer & Executive Director of  
Development  
Quinsigamond Community College

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Downloaded On: Sep. 27, 2024 1:12am

Posted Sep. 23, 2024, set to expire Oct. 6, 2024

<b>Job Title</b>	Chief Advancement Officer & Executive Director of Development
<b>Department</b>	Office of External Affairs
<b>Institution</b>	Quinsigamond Community College Worcester, Massachusetts
<b>Date Posted</b>	Sep. 23, 2024
<b>Application Deadline</b>	10/06/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer
<b>Academic Field(s)</b>	Administration - Executive
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**Job Description**

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**Chief Advancement Officer & Executive Director of Development**

**Category:** Executive / Management

**Department:** Office of External Affairs

**Locations:** Worcester, MA

**Posted:**

**Closes:** 10/6/2024

**Type:**

**Position ID:** 181350

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### **General Statement**

This position is responsible for the development and oversight of the College's major developments, fundraising and grant acquisition strategies. This position involves strategic oversight of all development and grant-related activities, including planning, execution, and evaluation. The Executive Director will work closely with the President, senior management team, and external stakeholders to drive revenue growth and ensure the sustainability of our programs and initiatives.

### **Supervision Received**

This position reports to the President.

### **Supervision Exercised**

This position supervises, and trains assigned Non-Unit Professional Staff, Non-Unit Classified Staff, Unit Professional Staff, Classified Staff, Part-Time Clerical Staff, College Work-Study Students, or Student Interns, as assigned.

### **Duties and Responsibilities**

The Chief Advancement Officer & Executive Director of Development is responsible for:

1. Researching external needs, trends and opportunities to target potentially rewarding partnerships and driving resource development efforts necessary to bring these opportunities to fruition.
2. Developing and implementing a comprehensive development and fundraising strategy aligned with the organization's goals and mission.
3. Designing and executing major gift campaigns, annual fund drives, and special events to increase donor engagement and financial support.
4. Collaborating with the senior management team to identify funding priorities and opportunities.
5. Working closely with the Director of Development and development officers to strengthen private sector philanthropy and advance strategic initiatives, capital projects and scholarship endowments.
6. Working closely with the Director of Grants and staff to oversee the entire grant lifecycle, including identification, proposal development, submission, and reporting.
7. Monitoring grant compliance and ensure accurate and timely reporting to funders.
8. Building and maintaining relationships with existing and potential funders, including foundations, corporations, and government agencies.
9. Cultivating and maintaining strong relationships with key stakeholders, including donors,

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community leaders, and partners.

10. Developing and implementing strategies for donor acquisition, retention, and stewardship.
11. Analyzing fundraising metrics and performance to drive continuous improvement and achieve revenue targets.
12. Supervising major grant development and fundraising efforts, including corporate sponsorships, capital campaigns, and college-related initiatives.
13. Ensuring college representation as a stakeholder at various community planning events and on various local boards as directed by the president.
14. Coordinating with the Vice President of Academic Affairs, the Vice President for Enrollment Management and the Vice President of Administrative Services on efforts around the planning and creation of major external funding partnerships, initiatives, and projects.
15. Coordinating with Academic Affairs and Workforce Development, in the development of sponsorships, funding opportunities, and corporate partnership to keep corporations, business, and foundations invested in QCC.
16. Serving as a member of the President's Executive Team, committed to:
  1. Serving as a college leader and as part of a senior level management team that fosters pride and excellence in the institution in a humane, supportive environment;
  2. Ensuring that all related area programs, support services, resources, and systems are user friendly, supportive of the College's mission of affordability, accessibility, and quality for all students (credit and non-credit), and are constantly assessed and revised to achieve and maintain state of the art currency;
  3. Advancing the core principles of the College's mission, vision and strategic priorities; providing leadership and opportunity in this area for all staff, setting a high standard of performance for both self and staff, nurturing and supporting their achievement while modeling behavior supportive of institutional values and goals;
  4. Ensuring effective communication throughout the College community.
17. Representing the President publicly on such ceremonial occasions and public events as may be occasionally directed.
18. Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
19. Embracing the ideals of diversity, belonging, inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
20. Performing other duties as assigned.

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Job Requirements:

**Minimum Qualifications:**

- Bachelor's degree in Nonprofit Management, Business Administration, Public Relations, or a related field
- Experience in nonprofit development, grant management, or a related field, with at least 3 years in a leadership role.
- Proven track record of successful fundraising and grant acquisition, with experience managing large-scale campaigns and complex grant proposals.
- Strong understanding of nonprofit financial management and budgeting.
- Excellent written and verbal communication skills, with the ability to articulate the organization's mission and impact effectively.
- Demonstrated ability to lead and motivate a team, build relationships with diverse stakeholders, and work collaboratively.
- Proficiency in donor management software and Microsoft Office Suite; experience with CRM systems a plus.

**Preferred Qualifications**

- Master's degree
- Experience working in a significant government, legislative, or regulatory role.
- Community college experience and/or commitment to the Community College mission.
- Experience working in a unionized environment.
- Confident and secure with high energy and enthusiastic leadership style.
- Effective resource management.
- An understanding of state and federal programs, agencies and laws that specifically address higher education and student issues.
- Experience establishing working relations with various community organizations.
- Record of team approach to problem solving and management.
- Evidence of entrepreneurial approach to education and problem solving.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities



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as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=181350>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact



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