**Coordinator, Advancement Scholarships & Lead Gifts (FT),CFRE50328RESDV**

**Primary Duties and Responsibilities:**
Reporting to the Manager/Director for Corporate Development, in collaboration with other members of Institutional Advancement, responsible for the cultivation and stewardship of existing and new donors to ultimately increase funding support for scholarships and other large gift initiatives. Under the direction of the Manager/Director for Corporate Development, the coordinator is responsible for the development and solicitation of philanthropic resources across all programs of College of DuPage as well as the effective stewardship of College of DuPage Foundation scholarship owners and increasing giving to scholarship funds that provide direct benefit to our students.

 In partnership with the Manager/Director for Corporate Development, identify prospects and cultivate relationships with major and mid-level donors in support of College and Foundations mission and goals.

 In support of identified fundraising priorities and campaigns, event sponsorships, implement moves management plans leading to solicitation of gifts ranging from $5,000 - $15,000+.

 Develop, manage, solicit and steward a portfolio of at least 125 prospects and donors for event sponsorships, major giving or planned gift potential.

 Collaborate with Institutional Advancement colleagues to support scholarship giving, annual giving campaigns, special appeals, internal giving efforts and special event planning.

 Follow-up with donors after these initiatives.

 Research and write detailed written proposals and cases to support fundraising and sponsorship projects for the College's and Foundation's mission and overall goals.

 Seek support for these projects from key decision makers in a range of external organizations.

 Build a network of community professionals who can act as resources for prospects seeking to execute planned giving instruments.

 In partnership with the Communication Specialist and Institutional Advancement Team, develops and maintains regular communication/stewardship mechanisms with donors and prospects.

 Communicate with and steward faculty and staff from various programs to identify program needs and identify potential prospects.

 Assist in the development of promotional materials, not limited to general programs, scholarships or special events, in order to help obtain strategically identified funds and gifts.

 Provides regular reports and management information about fundraising progress, income or cultivation to Vice President for Institutional Advancement or designee.

 Conducts regular assessment of approaches, trends, and results, and adjusts plans to improve donor engagement and success.

 Perform other duties as assigned including Foundation committee work.

**Qualifications:**

* Education
	+ Bachelor's degree in Communications, Public Affairs Non-Profit Management or similar degree in Business required.
* Experience
	+ 5-7 years' experience in fundraising, with proven success in soliciting upgraded gifts and mid-level gifts required.
	+ Working knowledge of Raiser's Edge required.
	+ Proficient with standard computer systems and software and web research abilities required.
	+ Excellent communication and presentation skills required.
	+ Must be able to work independently and as part of a team required.

 Standard office equipment.

 Open office environment, but much time to be spent in face-to-face contact with donors, involving substantial local travel.

 This position requires a background check and drug screen.

**Pay Grade:**
Classified 13F1.20 Salary

Competitive starting salaries are dependent on education and experience. College of DuPage also offers a generous benefits plan.

College of DuPage is an equal opportunity employer.  We are committed to diversity and creating an inclusive environment for all employees.

College of DuPage does not discriminate against individuals in employment opportunities, programs and/or activities on the basis of race, color, religion, gender, sexual orientation, age, national origin, ancestry, veterans' status, marital status, disability, military status, unfavorable discharge from military service, or on any other basis protected by law.

Please submit your resume to: <https://cod.csod.om/ux/ats/careersite/4/home?c=cod>