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**Executive Director of Institutional Advancement**  
**Salary: \$65,000-\$70,000**

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Executive Director of Institutional Advancement, in partnership with the President, the Clinton Community College Foundation, and the CCC Alumni Association Board of Directors, is responsible for internal and external fundraising efforts and alumni outreach on behalf of Clinton Community College (CCC) and the Foundation. The individual in this role works in tandem with the CCC Foundation Board and Alumni Association's Board of Directors to strengthen relationships with businesses and organizations and cultivates other gift opportunities. He/she/they develops and implements comprehensive institutional advancement efforts, focused on major gifts and planned giving, growing the Foundation's endowments, and supporting student financial needs through scholarships, emergency funds, special focus projects, and enhancing donor cultivation and stewardship. The Executive Director will support the efforts of the College's Foundation, the College's Alumni Association Board, and its respective committees, in achieving both Boards annual and long-term goals in support of the CCC's Strategic Plan.

This leader will demonstrate passion, creativity, and strategic thinking to engage a wide range of people. Some evening and weekend work is required. The Executive Director will serve on the President's Cabinet and in the absence of the President, may assume the duties of Administrator in Charge.

**Responsibilities:**

- Develops fundraising strategies from individuals, corporations, foundations, and other private, public, and non-profit entities via annual giving, memorial gifts, major gifts, planned giving initiatives and endowment building activities.
- Coordinates and participates in the cultivation and recognition of donors.
- Develops and manages an alumni relations program, initiating and implementing strategies for engaging college alumni and increasing/retaining their support.
- Maintains an in-depth knowledge of applicable federal and state laws and regulations pertaining to Foundation and Alumni Association activities and fundraising and assures college and foundation/alumni association compliance.
- Manages proper documentation of operations, coordinating with the college's accounting office, and accurate record keeping.

- Works with college staff responsible for administration and public relations to integrate foundation, alumni association, and institutional publicity goals and objectives.
- Evaluates, and reports on foundation/alumni activities to the foundation and alumni boards, provides expert advice and counsel, and implements directives of the boards.
- Develops and monitors the Foundation's and alumni association's respective budgets
- Participates in community events or with community groups relevant to the Foundation's and alumni association's missions and that of the college.
- Serves on college committees as appropriate.
- Other duties as assigned.

**Minimum Qualifications:**

Bachelor's Degree or equivalent and a minimum of five years of successful fundraising experience.

**Knowledge, Skills, and Abilities:**

- Interest, enthusiasm, and affinity for fundraising and building relationships, with potential donors & alumni
- Demonstrated ability to prospect, cultivate, and manage effective and cooperative relationships with existing and prospective donors or possesses similar experience in relationship building.
- Skill in relating/matching needs of the institution to interests of individuals, foundations, and corporations.
- Strong management, organizational, and interpersonal skills to communicate and work effectively with individual donors, corporations and foundations, campus administrators, faculty, staff, alumni, and other constituents.
- Personal computer, software, and database management skills
- Commitment to and understanding of the community college mission.
- Demonstrated ability to think strategically and assume leadership to bring events and projects to a successful conclusion.

**To apply:**

The search will remain open until the position is filled. Please send a letter of application, resume, and an application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

[hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu)

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

*Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary*