



Date: June 7, 2018
Title of Position: Director of Development
Salary: Mid \$50s commensurate with education and experience
Effective: July 2018

Position Summary: Reporting directly to the President, the Director, in partnership with the President and the Foundation, is responsible for external fund-raising efforts on behalf of Berkshire Community College and the Berkshire Community College Foundation. Develops, recommends, and, when appropriate, implements policies, goals, objectives and programs, in the context of fund-raising. Works in tandem with the Director of Alumni Relations and the BCC Foundation Board of Directors to increase contacts with businesses and organizations and cultivate other gifts. Advances college initiatives in the community by promoting the mission, direction and goals of the college.

Qualifications: The successful candidate will possess the following:

- Bachelor’s degree with 2-3 years fundraising/development or similar work experience.
- Interest, enthusiasm, and affinity for fundraising and building relationships.
- Demonstrated ability to prospect, cultivate, and manage effective and cooperative relationships with existing and prospective donors or similar experience.
- Skill in relating/matching needs of the institution to individuals, foundations, and corporations.
- Creative skills and experience in producing innovative written and web materials to stimulate interest on the part of potential funding sources.
- Ability to work collaboratively with the Director of Alumni Relations to implement a shared plan for fund and friend raising.
- Strong management, organizational, and interpersonal skills to communicate and work effectively with individual donors, corporations and foundations, campus administrators, faculty, staff and other constituents.
- Ability to record, track and mine data in a digital format.
- Possess high energy, a positive attitude, flexibility, teamwork, and attention to detail; possesses a high degree of initiative and an excellent sense of humor.
- Demonstrated ability to think strategically and assume leadership when necessary to bring events and projects to a successful conclusion.

Additional information: Source of Funding: 01
 Area of Assignment: President’s Office

MCCC AFSCME DCE Non-Unit Full-time Part-Time

Application Procedures: Interested candidates may apply in complete confidence by sending a cover letter that specifically addresses the above qualifications, a detailed resume, and three writing samples related to philanthropy to Heidi Bailey, Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201 hbailey@berkshirecc.edu. Those selected as finalists will be required to provide the names, titles, institutions, and business and home phone numbers of three references.

Application review begins on June 25, 2018 and continues until position is filled. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.