



The Truckee Meadows Community College Foundation is looking for an experienced Development Officer who will be responsible for supporting fundraising efforts at the College. We are looking for a strong team player and an experienced relationship builder who has a passion for education and support for students.

Key responsibilities include:

Identify, cultivate, solicit and steward prospects and donors to raise funds for projects/programs and scholarships at TMCC.

Conduct research to identify prospects and track prospects and donors in Raiser's Edge.

Responsible for the direct mail, email campaign and annual giving club.

Assist or lead Foundation special events.

Maintain the TMCC Foundation website.

Communicate with departments across campus regarding fulfilling donor requirements.

Qualifications:

Bachelor's degree and three years of experience in fundraising for a non-profit organization.

Preferred qualifications:

1. Experience/familiarity with capital campaigns, planned giving, proposal writing, annual giving, and special events.
2. Proven track record of effectively cultivating and soliciting major gifts (\$5,000+) from individuals, corporations and private foundations.
3. Experience with Raiser's Edge database.

4. Excellent interpersonal, verbal and written communication skills, with the ability to present to potential and current donors and board members.
5. Experience in developing successful plans, managing budgets and achieving goals on schedule.
6. Strong organizational skills with the ability to track and follow up with multiple, simultaneous projects.

The Development Officer is a full-time, exempt position reporting to the Executive Director. For a full job description and to apply by August 30, click here: <https://jobs.tmcc.edu/postings/1296>

TMCC is an EEO/AA institution. For more information, visit <http://eeo.tmcc.edu>.