

Position Summary:

The Assistant Director will play an integral role within the Institutional Advancement & Alumni Relations Office in leading programs, activities, and initiatives that enable MassBay Community College to meet or exceed its annual fundraising goals while promoting the mission and strategic goals of the College. This individual will be responsible for providing strategic guidance and management of the MassBay Foundation Board; for working with Office teammates to prospect, cultivate, and steward new and existing donors; for assisting with the securing of funding and for administering the College's scholarship award program; and for growing annual support.

Key Responsibilities and Duties:

- Develop, implement, and advance annual giving strategies, which currently include planned giving, employee giving, online giving, and stewardship;
- Coordinate efforts to increase yearly pledges from alumni, parents, staff, and friends of the College leading to identifying prospective major donors;
- Support the work of the Foundation Board and its committees; facilitate annual meetings and sub-committees' meetings with a focus on fundraising;
- Manage and oversee the annual scholarship budget for disbursement;
- Devise and implement new strategies, and enhance existing ones, to grow the scholarship funds available for disbursement;
- Utilize the BlackBaud Award Management system, Raiser's Edge, and the NXT module to systemize the messaging of MassBay donors and of prospect outreach;
- Lead communications strategies to inform students of scholarship opportunities each semester;
- Lead the recruitment of volunteers to review scholarship applications and evaluate the scholarship application process for ease of use by students;
- Coordinate Foundation Scholarship Awards with the Financial Aid Office, providing reports and maintaining records of scholarship awards and fund balances;
- Organize, plan, and/or assist with events including two annual Scholarship and Donor Appreciation events, and others as they arise;
- Other related duties as assigned by the VP of Institutional Advancement, Marketing & Communications or the Executive Director of Development.

Commitment to Equity:

All employees of MassBay are expected to work collegially and collaboratively within a community that values and celebrates diversity.

- Support MassBay's commitment to the Equity Agenda, collaborating with faculty, staff, and students on the College's strategic initiatives dedicated to closing the equity gap related to student outcomes;
- Support MassBay's commitment to being anti-racist; embracing a community free of bias and inequality;

- Engage in departmental systems and policy review with a critical lens toward equity, accessibility, inclusion, and universal design.

This list is not to be considered all-inclusive. A supervisor may assign other duties as required to meet the needs and foster the mission of the College.

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Minimum Qualifications:

- Bachelor’s Degree with three (3-5) years of full-time working experience, preferably in fundraising/development;
- Demonstrated ability to solve problems creatively;
- Ability to multi-task, prioritize, and work in a fast-paced environment;
- Ability to work independently and within a team setting;
- Ability to work effectively with a diverse faculty, staff, student body, donors, and volunteers;
- A commitment to social justice and education as a means for advancement;
- High level of professionalism, collegiality, discretion, self-motivation, and organization;
- Excellent interpersonal skills demonstrating the ability to establish solid working relationships;
- Excellent attention to detail and follow-through;
- Superior analytical and organizational skills and exceptional written and verbal communication skills;
- Provide proof of full COVID-19 vaccination status*

*Absent a reasonable accommodation. Please email HR@massbay.edu to request a reasonable accommodation.

Preferred Qualifications:

- Working knowledge of BlackBaud Award Management, Raiser’s Edge, PeopleSoft Student and Microsoft Office Site;
- Experience managing relationships and attracting donor driven individuals to volunteer Foundation Boards;
- Experience with higher education non-profit organizations.

Education: Bachelor’s degree required, Master’s degree preferred

Salary Range: \$73,000 - \$80,000

Classification: Non-Unit Professional

Source of Funding: State Appropriation

Massachusetts Bay Community College values and pursues diversity, and teaches the importance of inclusion and collaboration. We strongly encourage members of underrepresented communities to apply.

Massachusetts Bay Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation in its programs and activities 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 for Affirmative Action and/or Title IX Coordinator (Lisa MacDonald, Director of Equity Compliance, lmacdonald@massbay.edu or (781) 239-3147), the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Hiring is contingent upon a successful CORI clearance.