

Development Officer  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251476>

Downloaded On: Jan. 15, 2025 4:11am

Posted Jan. 13, 2025, set to expire May 8, 2025

**Job Title** Development Officer  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jan. 13, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Institutional Advancement

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**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Development Officer

Requisition Number: SCA00812

## Development Officer Community College of Philadelphia

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### General Description

The Development Officer is responsible for managing a portfolio of major, planned, foundation, and corporate donors. This position is responsible for identifying, cultivating, solicitation, and personally stewarding major and planned giving prospects and donors (individuals, corporations, foundations, community organizations, etc.) to support endowment, current use, and capital projects for Community College of Philadelphia and the Community College of Philadelphia Foundation.

### College Intro

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

### Specific Responsibilities

- In collaboration with advancement and other college staff, develop and implement strategies for identification, research, cultivation, solicitation and stewardship of major, planned and annual gifts from individual prospects, corporations and foundations.
- Manage at least one hundred (100) five-to seven-figure prospects.
- Maintain active and regular contact with prospects based on assigned monthly visit goals.

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- Achieve annual fundraising goals, including increasing the prospect pipeline.
- Personally, solicit major, planned, annual and sponsorship gifts.
- Develop and implement strategies to upgrade donors at every level.
- Plan and execute strategic, meaningful, targeted cultivation events.
- Maintain accurate and timely records of all prospect and donor contact in donor database.
- Communicate with Advancement staff to ensure gifts are accurately recorded, processed, administered based on donor intent.
- Create opportunities for College leadership and advancement staff to cultivate and steward donors.
- Participate in College and Foundation events.
- Work with College and volunteer leadership to advance fundraising priorities.
- Other duties as assigned.

### Minimum Qualifications

- Bachelor's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Excellent organizational skills and the ability to manage multiple projects required.
- Capacity to develop enduring relationships with a diverse range of people, including high wealth individuals, and high-level corporate, foundation, and community leaders.
- Superior written, oral and interpersonal communication skills required.
- Ability to work with a variety of constituents, both internal and external required.
- Demonstrated knowledge of fundraising principles.
- Demonstrated team-building skills.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.
- Demonstrated professionalism and the ability to handle difficult situations with diplomacy and tact.
- Proficiency in Microsoft Office One Drive, Word, Excel and PowerPoint.
- Must be available for occasional evening and weekend work.
- Valid driver's license is required.

### Preferred Qualifications

- Five (5) years of experience in diversified fundraising in a higher education setting preferred.
- Experience in planned giving desirable.
- Experience working in a community college preferred.

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- Knowledge of Raiser's Edge preferred.

Work Location: Main Campus

## Benefits Summary

### Benefits:

*"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most."*

### Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

### Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 4

Min Salary/Hourly Rate: \$62,672

Max Salary/Hourly Rate: \$103,410

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Job Posting Open Date: 12/04/2024

Type of Position: Administrator

Employment Status: Full-Time

### Special Instructions to Applicants

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

### Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?
  - CareerBuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Veterans Job Fair
  - Professional & Technology Diversity Career Fair
  - AL DIA - Diversity Career Fair
  - Community College of Philadelphia Website
  - Indeed.com
  - Other
2. \* If your answer to the above question is Other, please note the source below. If this question

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does not apply to you, enter N/A.

(Open Ended Question)

3. \* What is the highest level of education you have completed?
  - No Response
  - High School/GED
  - Associates Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate
  - Other
4. \* Do you have five (5) years of relevant experience in a fundraising/advancement office?
  - Yes
  - No
5. \* Do you have previous work experience in higher education fundraising?
  - Yes
  - No
6. \* Do you have a working knowledge of Raiser's Edge, or a similar fundraising system?
  - Yes
  - No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. References

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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Abby Ametrano [Aametrano@ccp.edu](mailto:Aametrano@ccp.edu)  
All Jobs  
Community College of Philadelphia

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