NORMANDALE
COMMUNITY COLLEGE FOUNDATION

Director of Major Gifts

Normandale Community College Foundation

About Normandale Community College Foundation

As an essential partner of Normandale Community College, the Normandale Community College Foundation leverages the power of philanthropy to advance college and student success. We engage individuals, foundations, and corporations in making the transformational experience of higher education accessible to everyone, creating brighter and more sustainable futures.

The Foundation is an independent 501(c)(3) nonprofit organization located on the Normandale campus and governed by a board of directors comprised of community and corporate leaders. In partnership with board members, the Foundation's five-person staff develops and implements a variety of fundraising activities.

Foundation staff work closely with the college's marketing, communications, grants, and public relations teams as part of the Advancement Division, led by Normandale's Vice President of Advancement. Normandale is deeply committed to equity, access, and student success, and we encourage candidates who share these values to apply.

About the Position

The Director of Major Gifts leads individual major giving strategies for the Normandale Community College Foundation, focusing on donors and prospects capable of making gifts of $25,000 and above. This position plays a key role in building a strong and sustainable major gifts program that advances transformational philanthropy for the college. The Director also partners with the Executive Director to strengthen the Board of Directors' engagement and effectiveness in fundraising.

The major gifts portfolio is in a developmental stage. A significant portion of this role involves identifying, qualifying, and building relationships with new prospects, in addition to cultivating and stewarding existing donors.

Salary Range: $95,000–$105,000, with a comprehensive benefits package including health, vision, dental, disability, life insurance, and a 401(k) with employer match.

Status: Full-time, exempt

Schedule: Monday–Friday, 8:00 a.m.–4:30 p.m., with occasional evening and weekend hours

Reports to: Executive Director, Normandale Community College Foundation

Essential Responsibilities

Fundraising Leadership and Portfolio Development

- Build, manage, and actively develop a portfolio of approximately 100–150 individual major gift prospects
- Design and implement personalized engagement strategies

- Conduct regular donor meetings
- Create donor-centered funding proposals
- Document donor interactions in the CRM

Board Engagement and Fundraising Leadership

- Partner with the Executive Director to strengthen board engagement in fundraising and philanthropy
- Help board members develop the confidence, knowledge, and skills to serve as effective ambassadors and advocates for the Foundation
- Coach board members on donor cultivation, relationship building, stewardship, and appropriate gift solicitation
- Identify opportunities for board members to make donor introductions and participate in cultivation and stewardship activities
- Support practical board fundraising education and leadership development activities
- Help foster a culture of philanthropy and shared responsibility for fundraising success among board members

Collaboration and Strategy

- Partner with Annual Giving and Alumni Engagement
- Collaborate on donor stewardship
- Support campaign planning
- Connect donors with campus leadership

Qualifications

- Bachelor's degree or equivalent experience
- Minimum of three years of major gifts or related fundraising experience
- Demonstrated success securing significant gifts
- Strong interpersonal and communication skills
- Commitment to equity and inclusion

Additional Requirements

- Valid driver's license
- Ability to travel locally
- Flexibility for evening/weekend events
- Confidentiality and sound judgment

What Success Looks Like in the First 12–18 Months

- Build and maintain a qualified portfolio of approximately 100–150 individual major gift prospects, with clear strategies documented for each.
- Demonstrate consistent prospect discovery and qualification activity, resulting in a steadily strengthening major gifts pipeline.

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- Establish trust-based relationships with donors and prospects through regular, meaningful engagement.
- Collaborate effectively with Foundation colleagues, college leadership, and board members to advance fundraising priorities.
- Strengthen board members' fundraising confidence and engagement through coaching, practical education, donor introductions, cultivation, stewardship, and appropriate solicitation activities.
- Develop and present donor-centered proposals aligned with institutional priorities and donor interests.
- Demonstrate professionalism, respectful communication, and accountability in all interactions.
- Maintain accurate and timely documentation of donor activity in the CRM system.
- Contribute positively to a collaborative, inclusive, and mission-driven advancement culture.

To apply please send a cover letter and resume to foundation@normandale.edu