



OREGON COLLEGE OF ART AND CRAFT

Chief Advancement Officer

July 2017

Position

The Chief Advancement Officer effectively leads the College in fundraising and external strategies of the College. The Chief Advancement Officer's direct reports include the Major Gifts Officer, Advancement Officer, Communications Manager and the Grant Writer, and the position requires a close working relationship with the offices of Business and Communications. The Chief Advancement Officer serves as a part of the President's Cabinet (the Working Group) comprised of the Dean, the Controller, the Director of Admissions and the Director of Enrollment and Alumni Services in collaborative discussions regarding charting, monitoring and evaluating College-wide strategic directions. The Chief Advancement Officer reports to the President.

Duties and Responsibilities

- Design, manage and implement fundraising strategies, including special events, annual appeal, campaigns, planned giving, major gifts, capital project gifts and donor cultivation.
- Design, manage and implement all aspects of the College's current major fundraising activity, Art on the Vine, including event management, auction and procurement committees.
- Present a welcoming and dynamic face of the College to the external public in the vibrant and compelling promotion of the College's programs.
- Maintain communication with local and national philanthropists and foundations and identify new and existing target audiences for support of, and interest in, the College's programming.
- Guide cohesive communication strategies for the promotion of OCAC programs and brand awareness in the community.
- Work with the Communications Office in maintaining a dynamic presence in the press and in social media for OCAC's programs and events.
- Cultivate an active Alumni/ae base through working with the Director of Enrollment and Alumni Services Officer, Director of Admissions and the Dean of Academic Affairs.
- Facilitate and manage the work of board committees including but not limited to the Development Committee and Art on the Vine Event Committees.
- Assume other duties as assigned.

Experience and Qualifications

- Extensive development and fundraising experience and with strong record of achievement, including proven track record of securing gifts of \$100,000 and above.
- Strong record of donor cultivation at all levels of giving.
- Deep knowledge of organizational structures and strategic planning.
- Strong marketing skills and an understanding of the critical role of design in marketing and promotion.
- Excellent verbal and written communication skills.
- Expertise in the creation, managing and tracking of budgets.
- Excellent computer skills including proficiency in databases, particularly Raisers' Edge; Microsoft Office programs (Word, Excel, PowerPoint); and experience with email marketing services and social media.
- Experience in areas of public programming, including continuing education, preferred.

Application Information

To apply, submit a current resume, letter of interest, and a list of three references to careers@ocac.edu Attn: Chief Advancement Officer.

Review of applications begins immediately and continues until position is filled.

ocac.edu

503.297.5544 p

503.297.3155 f

8245 SW Barnes Road, Portland OR 97225

About Oregon College of Art and Craft

Oregon College of Art and Craft (OCAC) has earned a reputation as a leading college of art and craft. Known for its exceptional faculty of artists and makers, the uniquely small, mentor-based community is comprised of approximately 180 students who pursue full-time bachelor's or master's degree programs, in addition to the 2500 students enrolled annually in youth and adult programs. At OCAC students are encouraged to work across the full range of its specialized facilities in the seven studio areas that comprise Craft at OCAC. Its hands-on, studio-based approach to learning – one in which critical thinking informs making works by hand – is enhanced by a robust, integrated liberal arts component that prepares graduates to become critical and informed makers and thinkers eager to interact with the world around them. Founded in 1907, OCAC is an active player in the Portland, OR community as the home of the small batch, hand-made, environmentally sound, and ethically entrepreneurial.

For more information, visit ocac.edu