

## **Development Officer**

**Position Summary:** Reporting to the President of the College, The Development Officer serves a key role to enhance Toccoa Falls College in achieving the mission of developing Christian servant leaders who will impact their world with the love and message of Jesus Christ. Founded in 1907, Toccoa Falls College is a private, co-educational, four-year institution. The campus is located on 1,100 acres in the foothills of the Smoky Mountains, 90 miles northeast of Atlanta. The college enrolls approximately 1,300 students.

Primary responsibilities include generating new financial gifts for the college and connecting new donors with the college. Much of the work will require daily travel and some overnight travel.

**Qualifications:** Bachelor's degree required, master's preferred, a successful track record of fundraising activities is required, this successful activity must be documented in your submitted application materials; Minimum of three years experience in fundraising or closely related field; Breadth of knowledge in resource development with particular skill in major gift development.

**Responsibilities:** Improve existing major gifts program including prospect identification, strategy development, relationship building, solicitation, management and tracking; Augment and refine existing planned giving program; Prepare and implement annual fundraising plan; Provide leadership for periodic special fundraising initiatives and/or campaigns; assist in developing copy and theme of yearly fund raising letters.

**Compensation:** The compensation package is commensurate with candidate's experience. Fringe benefits include health insurance, 403(b) and use of automobile.

**APPLICATION PROCESS:** The application link is available at <http://www.tfc.edu/employment/>. Submit a letter of application, curriculum vitae, unofficial transcripts, and personal testimony/faith narrative to Ms. Mary Kaye Ritchey, Human Resources Director at: [mritchey@tfc.edu](mailto:mritchey@tfc.edu). All materials will remain confidential. As an equal opportunity employer, TFC encourages women and minorities to apply.

**Institution:** Toccoa Falls College is a Christ-centered liberal arts college affiliated with the Christian & Missionary Alliance and located in the foothills of the northeast Georgia mountains. As such, the successful candidate will evidence a mature Christian walk, fully affirm the college's statement of faith, and be willing to abide by the lifestyle requirements of the institution. The college is regionally accredited by the Southern Association of Colleges and Schools (SACS) and is a member of the Council for Christian Colleges and Universities (CCCU).