

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR OF FOUNDATION

SUMMARY DESCRIPTION

Under the direction of the Superintendent/President, directs and oversees the functions of the College Foundation to support an extraordinary learning experience for Southwestern College students. Executive Director oversee and manages the activities of the Southwestern College Foundation; provide leadership for and management of the development and implementation of a comprehensive fund development program/plan for the Foundation that includes annual giving campaign, corporate and community solicitation program, scholarships, special events, alumni association, Request for Funds program, and planned giving program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Manages a comprehensive fundraising program which includes planned giving, scholarships, special events, capital campaigns, alumni, college employees and community member annual giving. **E**
2. Identifies, cultivates, and solicits donors from among community members, businesses, foundations, alumni, college staff and students. Conduct ongoing cultivation of prospective donors and stewardship of current donors by maintaining visible presence with personal visits and correspondence as well as through more generalized communication including College publications. **E**
3. Directs the formulation of Foundation mission, strategic planning, goals, objectives, actions, timelines and responsibilities, in alignment with the College. Supports the strategic goals and mission of the college and advances a positive image and enhanced reputation of the college to the community. **E**
4. Provides leadership and support to the volunteer Foundation Board. **E**
5. Interprets and communicates the goals and needs of the college to the Foundation members, business community, media, public and prospective donors. **E**
6. Prepares written materials to donors and donor prospects, including gift illustrations, recognition/acknowledgment material, appeal letters, and any other communication to support major gifts and other foundation activities. **E**
7. Coordinates the training of the Foundation Board, volunteers and College personnel, as needed. **E**
8. Manages the Foundation staff and serves as a staff support to Foundation Directors, Foundation Committees and other internal functions of the Foundation. **E**
9. Provides administrative and executive support to the College Foundation in all related activities and work in concert with the President of the Foundation to carry out the objectives and activities of the Foundation. **E**
10. Prepares and monitors the annual Foundation plan and budget as well as the preparation of reports for the College and the Foundation as needed. **E**
11. Represents the College and Foundation at local, regional and state-wide meetings. **E**
12. Works with assigned personnel to monitor investment policy; determine asset allocation; researches investments; supervises investments; track and distribute Endowment Funds in concert with the Southwestern College Foundation, Board of Directors. **E**
13. In consultation with the nominating committee, identifies and recruits SWC Foundation board members and provide for their orientation and growing involvement in the work of the Foundation. **E**
14. Obtains knowledge of College funding needs, develops functional fund raising plans, and executes the plans to obtain desired results. **E**
15. Coordinate strategies for the solicitation of giving from internal audiences including Foundation Board members, college trustees, alumni, retirees and current faculty and staff. **E**

16. Coordinate leadership for capital or endowment projects by determining viable fundraising plans, identifying appropriate donors, determining and implementing solicitation strategies and assisting with dedication or public activities related to completed projects. *E*
17. Manages and adheres to the policies and procedures relating to gift solicitation and acceptance. *E*
18. Provide on a regular basis a report of activities and accomplishments to the College's Governing Board and the Foundation Board. *E*
19. Performs other duties as assigned. *E*

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Application of modern principles and techniques of fund raising for non-profit institutions.
Management of investment policies including but not limited to general investment principles, asset allocation, spending policies, cash management and investment instruments such as cash equivalents, fixed income securities, equity securities and mutual funds.

ABILITY TO:

Analyze, plan and oversee fundraising programs.
Communicate clearly and effectively orally and in writing.
Develop and implement tested methods of attracting donors.
Manage and guide Foundation staff including hiring, training, supervising, and evaluating performance.
Plan, organize, and manage activities.
Lead and direct staff and volunteers.
Manage major events, fund raising campaigns, public relations programs, budgets, personnel, investments etc.
Manage the analysis and monitoring of endowment investments.
Establish and maintain effective relations with community, donors, faculty, administrators, staff and the public.
Work well in a fast-paced work environment and able to effectively balance and monitor progress to achieve desired outcomes.
Develop and understand and interpret financial reports including budgets.
Ability to work as a member of a team.
Demonstrate sensitivity to and understanding of individuals from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

EDUCATION AND EXPERIENCE

- A Bachelor's degree from an accredited college or university with coursework related to marketing, public relations or other specialized community relations subjects. Masters' degree strongly preferred;
- Experience with establishing and implementing fundraising systems, along with experience with development software and prospect management tracking;
- Five years of work experience in development activities with experience in higher education preferred;
- Proven track record of securing gifts at a major gift level.

DESIRED QUALIFICATIONS

Experience working with a Board or Foundation
Certified Fundraising Executive (CFRE)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.