

**JOB TITLE:** Institutional Development/Foundation Executive Director

**DEPARTMENT:** President's Office

**LOCATION:** Union Campus

**REPORTS TO:** College President

**FLSA:** Exempt

**LEVEL:** 207

**DATE:** 9/19/19; 11/16/18, 9/11/18, 11/16/17

**POSITION SUMMARY:** The Executive Director of the East Central College Foundation, is the chief development officer reporting directly to the President of the College and to the Chair of the Board of Directors of the Foundation. The Executive Director is responsible for leading and strengthening a comprehensive fundraising program in support of East Central College Foundation's mission and goals. Specific emphasis is focused on annual giving, major giving, planned giving, grants and fundraising events. The Executive Director will strive to build a greater understanding and support for Foundation's mission, vision and goals in the region. The Executive Director is an ex-officio member of the East Central College Foundation Board of Directors and is also a member of the President's Cabinet of East Central College.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

- Bachelor's degree required, advanced degree preferred. A degree in marketing/ business/public relations/communications may be helpful.
- Minimum of five years of increasingly responsible fundraising/development experience, preferably in a collegiate or non-profit setting, with evidence of continued growth through education and participation in professional fundraising organizations.
- Certification or CFRE helpful.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)* Oversee all aspects of the Foundation/Institutional Development services and activities including but not limited to:

- Responsible for supervision and administration of the Foundation Scholarship program including scholarship allocation, recipient selection and in maintaining interaction and relationship with donors.
- Develop and maintain a five-year strategic plan for the East Central College Foundation in conjunction with the College President and the Foundation Board.
- Develop annual measurable objectives in the areas of annual giving, special events, capital projects and campaign donations, planned giving and grant awards to support reaching the five-year strategic plan goals.
- Establish and oversee policies and procedures related to the implementation and management of an effective and professional fundraising program.
- Serve as the principal architect of the Foundation's fundraising programs and activities and provide its primary leadership.
- Develop and manage a program to integrate the College President, the College Board Chair, the Foundation Board Chair, Board members and key volunteers into the Foundation fundraising process. Work with the College President to effectively inform the College Board of Directors on Foundation activities.
- Be aware of grant opportunities and effectively respond to them with requests and proposals.
- Conduct research to identify major donor prospects and obtain information concerning financial capacity, special interests, past history and current connections with East Central College Foundation.
- Maintain an active portfolio of major donor prospects and be responsible for a program of personal visits, relationship development, solicitation and stewardship activities.
- Develop, maintain and strengthen a program of planned giving through personal contact, seminars, brochures, newsletters, etc., to reach goals and objectives.
- Develop and oversee all Foundation communications and messaging.
- Serve as the Foundation's primary advocate and spokesperson in the local and regional community and, therefore, increase awareness, understanding and appreciation of the Foundation and all aspects of the East

Central College organization.

- Ensure that donor directives and wishes are upheld.
- Ensure that all donor records and files are maintained, kept confidential, in keeping with all applicable privacy laws, and that they are protected on paper and/or in a donor database.
- Oversee the financial business of the Foundation, including working with the Foundation's Finance Committee on investment management.
- Prepare and coordinate the annual audit.
- Prepare and manage an annual operating and capital budget in conjunction with the Foundation Board and the College President.
- Ensure operational compliance of the organization with all federal, state and local laws and regulations governing its activities.
- Prepare, with the treasurer's review and approval, a report on the organization's financial condition for each meeting of the board of directors.
- Prepare and present a general report on the operations of the organization at each meeting of the board of directors.
- Effectively and efficiently manage staff.
- Participate in community activities, College and Foundation committees, and other endeavors to become integrated into the community and the College.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Serves as a member of the President's Cabinet.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Perform professional-level work requiring a wide range of administrative, technical, accounting, legal, or managerial methods applied to complex problems. Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude; skill in budget development and management; ability to prepare and analyze financial statements and reports; ability to handle confidential material judiciously. Knowledge of and experience in the basics of fundraising, working effectively with board by-laws, community leaders, and corporate entities. Knowledge of financial management practices, income, gift and estate laws and IRS regulations. Knowledge and/or experience in all phases of Foundation work.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with donors, faculty, staff, other departments, students, and the public; demonstrate ability to build effective and collaborative relationships with a wide set of constituencies.

**DECISION-MAKING and ANALYTICAL SKILLS:** Perform executive or expert professional work to establish policy, long-range plans, and programs; identify funding sources; and allocate funds. Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties,

promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT AND SOFTWARE:** Current information technology equipment used by the college, department or division. Computer skills to manage fundraising and donor databases.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work occasional evenings and/or weekends for events. 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, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement.

**POSITIONS SUPERVISED:** Foundation Event and Program Coordinator

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*