

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

DEPARTMENT: President's Office

FLSA: Exempt

LOCATION: Union Campus

LEVEL: 207

REPORTS TO: College President

DATE: 11/16/2017, 9/30/09

POSITION SUMMARY: To supervise the daily operations of the office of the East Central College Foundation. This office oversees all aspects of the fundraising and gift receiving activities of the college including the planning and execution of all the official fundraising events. Provide supervision over the Patrons of the Arts program, including fundraising, scheduling and planning Patrons' activities and events.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of a Bachelor's degree in Business Administration, Public Administration or other related fields; three years related work experience, prefer five years; and two years supervisory work experience preferred.

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:

- Coordinate fundraising events such as Friends of the Foundation, Patrons events, and annual Golf Tournament, including related sponsor solicitation, mailings, and publications.
- Supervision of the Foundation Scholarship program including working with the accounts to determine scholarship allocation, recipient selection, and interaction with donors regarding their investments.
- Scholarship maintenance, related mailings, meeting with donors, selection of recipients, planning donor reception event.
- Supervision and coordination of the Patrons of the Arts program, including fundraising for the program, scheduling and planning Patrons' activities and events.
- Oversight of promotion and marketing of events, the design work for, all the Patrons publications and mailings, and ticketing.
- Coordination of capital campaign, related mailings, annual giving, planned giving, Annual Report.
- Working with Foundation Finance Committee, oversee the financial business of the Foundation including investment management, budget development, treasurer's report and coordinate meetings.
- Prepare and coordinate the annual audit.
- Data base management.
- Attendance at the various Patrons of the Arts (POA) events.
- Make policy recommendations to the Foundation Board of Directors and develop all communication and reports for the board.
- Board development and relationship building with Foundation Board members.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- 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; understanding of workforce development services and activities; 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.

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 to individual students or groups; 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. Directs capital improvement initiatives.

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.

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 Administrative Assistant

SIGNATURES: 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.

Employee Signature/Date

Supervisor 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.*