

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Director of Foundation
DEPARTMENT: Administration
REPORTS TO: President
SUPERVISES: NA
FLSA: Exempt X Non-Exempt _____
DOCUMENT STATUS: New/Date: _____ Revision # _____ Date: _____
TRAVEL: Weekly travel throughout the service area
SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month
COLLEGE-WIDE X **CAMPUS:** RANGELY CRAIG

GENERAL SUMMARY

The Director of the Foundation is charged with leading, directing, organizing, and managing the operations of the Foundation to support the college including facilitating donor development, generating fundraising, and expanding overall financial and capital resources for the college. The Director will work closely with the Foundation Board and the President

PRIMARY DUTIES

1. Develop an effective strategic plan for the Foundation which guides the actions of the staff and Board in Foundation activities.
2. Work actively and effectively with the college president, Boards of Trustees, and Foundation Board of Directors, and staff to advance the effectiveness of the Foundation.
3. Serve as the lead fundraiser for the Foundation and, in concert with Foundation and college stakeholders, identify, cultivate and solicit donors.
4. Develop strategies to capture, retain, and upgrade gifts and support from individuals, corporations/businesses, foundations and government, direct mail and membership appeals, and special events.
5. Develop and execute a major donor program, including maintaining and enhancing relationships with Foundation Board members, major donors and prospects, cultivation, stewardship and solicitation strategies, and securing college visits and donor meetings.
6. Raise public awareness and understanding of the Foundation's mission, and activities and programs of the college through active marketing and educational efforts throughout the college's service area.
7. Attract and draw in friends and supporters through effective (attention, cultivation and net revenue) special events which are consistent with the mission of the Foundation and the mission of the college.

8. In partnership with the designated college staff, lead and support the an alumni association by:
(a) working directly with alumni in the creation and sustainability of an alumni leadership structure; (b) providing assistance to the association in the scheduling of meetings of its governing entity and the implementation of its activities and programming; (c) developing and implementing alumni activities and programming that create awareness, generate funding, and increase association membership; and (d) foster a relationship between the alumni association and Foundation to support the Foundations efforts in supporting the college.
9. Manage the Foundation's resources effectively through collaboration with the college business office.
10. Work with the grants office to manage aspects of college and foundation grant seeking including meeting with and involving college faculty and staff, conducting appropriate research, relationship-building, proposal development, follow-up and reporting.
11. Monitor results and provide timely and accurate analysis and reporting of fundraising efforts to the Foundation Board.
12. Coordinate and attend Foundation board meetings, attend Foundation committee meetings as required, attend and report at College Board meetings, and participate in college leadership meetings.
13. Create and oversee the donor database and contact management system. Recommend and implement policies, procedures, systems and controls to ensure effective development and database administration, and adherence to established gift acceptance policies and procedures.
14. Organize and facilitate the work of fundraising volunteers, fundraising and cultivation events, donor relations and stewardship, proposing prospecting strategies and assignments, scheduling and participating in prospect meetings and presentations.
15. Develop appropriate and effective collateral material, presentation material and proposals.
16. Operate within the guidelines set forth in the College's policies, procedures and practices. Adhere to applicable donor intent, established law and other best practice standards for foundation operations and fundraising.
17. Revise as needed and help implement qualifications for Foundation Board members.
18. Perform other reasonably related duties as directed or assigned by the foundation or the President.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

- 1. Education and Training:** A Bachelor's degree in business administration, marketing, fundraising or related field.
- 2. Prior Related Experience:** A minimum of five (5) years of experience in fundraising and/or foundation management. Other experience in marketing or related job duties may be considered.
- 3. Licensure/Certification:** Valid Colorado driver's license
- 4. Equipment Skills:**
 - a. Computer and printer
 - b. Telephone
 - c. Fax Machine
 - d. Copier
- 5. Other Qualifications:**
 - a. Excellent communication and interpersonal skills; strong public speaking skills; effective writer with experience in developing proposals; powerful motivator of staff and volunteers.
 - b. Strong belief and record of personal and professional integrity.
 - c. Commitment to professional development and equal opportunity.
 - d. Working knowledge of endowment management strategies.

PREFERRED QUALIFICATIONS

- 1. Education and Training:** Master's degree
- 2. Prior Related Experience:** Experience with college foundations
- 3. Licensure/Certification:**
- 4. Equipment Skills:**
- 5. Other Qualifications:**

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing			X			
Walking			X			
Ability to be Mobile			X			
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)		X				
Turn/Pivot		X				
Climbing		X				
Balancing		X				
Reaching Overhead		X				
Reaching Extension		X				
Manual Dexterity		X				
Pushing/Pulling			X			
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person				x		
Talking on Telephone				x		
Hearing in Person				x		
Hearing on Telephone				x		
Vision for close work				x		
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	x					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	x					
Operation of equipment, tools, vehicles			x			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	x					
Other environmental requirements:	x					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____