

Position Description

Job Title: Director, Foundation
Department: External Affairs
Last Update: 4/1/2009
Supervisor's Position: Vice President of External Affairs
FLSA Status: Exempt



The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.

Job Summary:

The Foundation Director provides leadership for fundraising and relevant external relations activities to enhance the financial welfare, image and reputation of the College. The Director will work in close partnership with the Leadership Team and Foundation Board to create and implement short- and long-term plans and strategies to identify, cultivate and solicit funding.

Essential Duties and Responsibilities:

- Works with administration to establish annual foundation, corporate and government fundraising goals to ensure success of the College mission and strategic plan.
- Lead, participate and articulate the Foundation's strategic planning – including strategies, goals and objectives.
 - Develop and implement broad and comprehensive strategies for foundation giving from corporate, foundation and government fundraising.
- Conduct background research to investigate funding opportunities.
- Cultivate and maintain relationships with appropriate internal and external constituents/donors.
 - Leverage individual Foundation board members to establish new partnerships.
- Travel to organizations alone or with Foundation board members, College officers, and/or College faculty to present the case for funding.
- Establish special fundraising campaigns and events.
- Work in conjunction with Foundation board chair and secretary to establish meeting schedule.
 - Develop board meeting agendas and handouts and seek approval from the Foundation board chair prior to each meeting.
 - Review Foundation board meeting minutes and distribute to board prior to next meeting.
- Ensure proper monitoring, investment and distribution of Foundation assets in cooperation with the Vice President of Finance and Operations and applicable board committee.
- Propose new or appropriate modifications to existing Foundation bylaws, operating, gift acceptance, and investment policies.
- Prepare all necessary reports as required by law; ensures completion and reviews the annual audit report and annual tax filing reports.
- Assure compliance with all pertinent federal, state and local laws for funding received.
- Design and implement a management tracking system of foundation giving initiatives/activities.
- Ensure the maintenance of accurate data and contact reports on donors and prospects.
- Responsible for working closely with the Grants Coordinator to develop and ensure the systematic preparation of all written communications, including proposals, reports, and correspondence and other materials as needed in a timely and efficient manner.

- Develop and coordinate effective working relationships with faculty and staff through routine communication of funding and grant opportunities.
- Monitors the availability of grants from federal and state governments and private foundations; coordinates writing of grant proposals and presents them to funding sources.
- Provide broad oversight of Foundation scholarships in conjunction with appropriate personnel.
- Implement, disseminate and track practices and policies for gifts.
 - Ensure all gifts are processed according to policy and that donors are appropriately recognized.
- Work with Marketing to develop marketing initiatives and establish & maintain web pages.
- Meet goals and objectives as set forth by the Foundation board and WATC President.
- Work with outside legal counsel as required.
- Create and submit yearly budget to Foundation board for approval.
- Serves on various board or committees of civic and education-related organizations.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Creative individual with high ethical standards and an appropriate professional image.
- Communicate effectively and professionally both verbally and in writing.
- Continue to study and participate in professional organizations and maintain an understanding of current ideas, research and practices in Foundations.
- Proficient with Microsoft office software and able to learn and utilize foundation software.
- Strong analytical skills and attention to detail.

Education and Experience:

- Bachelor's degree and progressive experience in development and solicitation, required (preferably in an educational environment). Education and experience equivalencies will be taken into consideration.
- Experience in adult education or nonprofit management preferred.

Working Conditions:

Attendance required at regularly scheduled meetings and in-services, as well as at meetings that may be scheduled on an impromptu basis. Occasional travel between the College locations. Working hours may fluctuate based upon college deadlines, projects being undertaken, and the types of services needing to be provided. Invest the necessary time in performing all tasks necessary in order to accomplish assigned work.

Employee Acknowledgement

Date

Supervisor Acknowledgement

Date