

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Executive Director of the Foundation

GRADE

5

PAGE

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ORGANIZATIONAL UNIT

Foundation

REPORT TO

President of the College

APPROVED BY

Board of Trustees
May 17, 2018

SUMMARY

Leads fundraising and private philanthropy in support of the College and its students. Manages and facilitates the work of the TC3 Foundation Board operations and development in accordance with Board bylaws, applicable laws and regulations, and best practices. Manages and executes development operations including cultivating and soliciting individual donors, prospect research, researching and writing proposals and foundation grants, developing and managing campaigns, alumni outreach, and special events. Serves as the development officer for all private philanthropic activity of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leads and directs TC3's Fundraising Plan, including annual, major, capital, and planned giving programs. Establishes performance measures, monitors and reports results, and helps various coordinating committees and the Board evaluate the success of the Foundation's fund development programs.
2. Manages and administers the TC3 Foundation Inc., including day-to-day operations, and monitors effectiveness of activities by coordinating with staff, appropriate committees, and the Foundation leadership.
3. Develops and implements strategic plans and goals for fundraising that are aligned with the College's mission, vision, and goals.
4. Actively cultivates, solicits and stewards gifts on behalf of the College. Supports the work of board members, College president, other fund raising volunteers, and staff to identify, cultivate, and solicit donors and gifts.
5. Establishes and manages information tracking processes for acknowledgements, recognition, on-going communication, and continued cultivation of donors. Manages and implements the Foundation's recognition activities.
6. Develops and assesses policies and procedures that are essential for a comprehensive donor relations program.
7. Assesses results, and helps various coordinating committees and the board evaluate the Foundation's finances, real estate and all related assets and programs.
8. Advises the President, vice presidents, deans, Foundation, development staff, faculty, and key constituents on identifying and implementing strategies to support philanthropy for

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scholarships, special programs, support, and other college priorities including endowments and unrestricted giving.

9. Responsible for the office software system and database including, selection, design and maintenance of donor and prospect records, gift management systems, and informational reports. Ensures highest standards of fiscal responsibility, data integrity, and donor confidentiality.
10. Directs and manages subordinate staff. Ensures effective use of human resources by recommending hiring, disciplinary, and other administrative actions together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Law, other applicable laws, regulations, and collective bargaining agreements.
11. Ensures efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
12. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, students etc.

Indicate number in each category:

- 1 # of Classified Staff
- 1 # of Administrative
- # of Faculty
- # of Adjunct faculty, students

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of five years of related experience, including direct responsibility for cultivation, stewardship and service of donors, customers or clients, and documented track record of success with achieving results and goals. Two years of supervisory experience.

DESIRED QUALIFICATIONS

Professional experience in higher education or non-profit organizations.