

## Executive Director, ACC Foundation

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 22120

**Job Series/Job Family:** Administrator Series / Administrator Family

### Reports To

President

### Job Purpose

Provides college-wide leadership in the development of policies, procedures, and planning related to private sector resource development. Responsible for providing leadership for the ACC Foundation's Board of Directors through periodic mission, vision, and goal setting and working with the Board of Directors to increase the value of the Foundation's assets. Provides management for the Foundation as guided by the Foundation's policies. Represents the Foundation to internal and external constituencies.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Identifies, solicits and secures gifts for ACC from interested individuals and organizations.
2. Directs and administers the overall planning and activities of ACC Foundation including annual, major, and targeted fund raising campaigns.
3. Prepares all Foundation Board of Director's meeting materials and minutes of the meetings.
4. Manages Foundation records and historical data.
5. Trains volunteers and participates in gift solicitation.
6. Supports the College in its efforts to acquire resources.
7. Manages comprehensive records for Foundation reporting including state and federal reports, audits, standard operating procedures, legal agreements, 501c3 procedures, income tax reports, and investments.
8. Coordinates all committee work of the Foundation.
9. Performs other related duties as assigned by the Executive Committee of the Foundation or the President.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Demonstrated experience in working with a non-profit Board of Directors and volunteers.
- Working knowledge of budget development, fiscal administration, and foundation fiduciary responsibilities.
- Demonstration working knowledge of development practices including annual campaigns, major gifts campaigns, endowments, investment policies, scholarship programs, donor recognition, and community relations.
- Effective communication and interpersonal skills, in both oral and written forms.
- Effective leadership and ethics techniques, including Servant-Leadership.
- Understanding of the community college philosophy and mission.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Maintaining confidentiality of work related information and materials.
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- Ability to work with diverse staff, faculty, students, and donors.
- Ability to set and achieve fund raising goals; preparation and reporting of proposals and gifts.
- Demonstrated managerial and administrative skills.

**Computer Skills**

***Required***

- Literacy in computer systems and training for computer applications, particularly relating to donor tracking and non-profit financial management.

**Physical Requirements**

***Required***

- Work is routinely performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Occasional lifting of objects up to 10 pounds.

**Work Experience**

***Required***

- Minimum of five years of professional management experience including direct fund raising experience in a non-profit setting.

**Education**

***Required***

- Bachelor's degree in Public Relations, Communications, Marketing, Business or related field.

**Other**

***Required***

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***Preferred***

- Continuing education in the area of private fund raising.

**Safety**

***Required***

- Provide resources for safe operation of units. Create and support workplace safety.