Plans and manages the Foundation Annual Fund Drive and all aspects of the operation of the college Foundation. Manages the Foundation budget and supervises other Foundation employees. Plans and coordinate activities, attends various meetings and makes presentations to outside agencies as a representative of the college; represents the college to the community and outside organizations. Must have excellent written and oral communication skills.

Reports directly to the President of the college.

Exercises general supervision over the Administrative Assistant, College Foundation and the part-time Foundation Liaison for Watauga County.

Essential and other responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

1. Provide leadership and direction for the overall activities of the Foundation.

2. Seek new donors and work to upgrade current donors to higher levels of support.

3. Prepare fund authorities for donations, ensuring that they are accurate and useful.

4. Plan and manage donor and volunteer recognition events and donor recognition publications.

5. Maintain the CCC&TI Foundation Articles of Incorporation, Bylaws, and policies and procedures.
6. Cultivate current and future donors and works to secure major gifts, bequests and other planned gifts for the college.

7. Compose letters of recognition and thanks to donors.

8. Coordinate/Oversee Dream Presentation ceremony.


10. Verify that gifts are published in appropriate college publications.

11. Acts as point of contact for prospective donors in establishing or contributing to scholarships and student assistant programs.

12. Work closely with the Foundation Board of Directors to organize Board and Committee meetings.

13. Prepare agenda items for all committee and board meetings.

14. Seek and provide orientation and support for new members for the Foundation Board of Directors.

15. Organize/establish agenda for new Board member orientation.

16. Assist with organization of alumni database and distribution of information to alumni on a yearly basis.

17. Coordinate with Public Information Department and print shop to update all brochures on a yearly basis. Maintains current information on Foundation’s website.

18. Coordinate publication of donor listings on web site and appropriate college publications.

19. Assist in keying contribution information.

20. Prepare fund authorities for donations, ensuring their accuracy and usefulness.

22. Supervise Watauga County Foundation Liaison.


24. Advise Watauga County Foundation Liaison on donors and donor records.

25. Assist with selection of Watauga County Annual Fund volunteers.

26. Develop programs for presentation in the community.

27. Provide updated contribution information to Watauga Liaison on a regular basis.

28. Monitor pledges, pledge collections, endowments, and miscellaneous donations.

29. Supervise and ensure accurate, up-to-date minutes and financial records are maintained.


31. Manage allocated funds, both state and Board allocated priorities.

32. Supervise financial management, maintains funds security, and make bank deposits.

33. Ensure donations are used as designated.

34. Project yearly budget. Work within yearly budget for the needs of the Foundation office.

35. Work with internal scholarship committees to ensure all Foundation scholarships are properly represented.

36. Serve as liaison between Executive Vice-President and department budget managers for distribution, management and receipt of academic support funds.

37. Approve writing and disbursement of all Foundation checks.

38. Prepare campaign calendar, prospects lists, solicitation mailings and other printed materials and oversee proper publication/printing of each.

39. Compose prospect and thank-you letters for faculty/staff, alumni, businesses, and individuals in both Caldwell and Watauga Counties.
40. Manage Annual Fund campaign, schedule and arrange agenda for report meetings, special events, volunteer recruitment, training, and follow-up activities.

41. Serve as campaign liaison between volunteer captains and team members.

42. Assist Annual Fund campaign chair(s) in projects/activities that will ensure a successful campaign.

43. Perform any duties requested by college President, Foundation Board Chair, or the Foundation Board of Directors.

44. Manage the selection process for Colleague of the Year and Brenda Goble Administrative Assistant’s Award.

Marginal Functions:

1. Participate in cost-efficient workshops, seminars or workshops to enhance job capabilities.

2. Maintain membership in professional organizations as appropriate.

3. Participate on appropriate internal committees as requested or assigned.

4. Other duties as assigned by the President.

Qualifications

Knowledge of:
The mission, goals and objectives of CCC&TI.
Government and non-profit budgeting and accounting procedures.
Current trends, research and development in the area of assignment.
Pertinent federal, state and local laws, codes and regulations.
Foundation Bylaws; modern office practices, procedures and equipment.
District policies and procedures governing assigned work; public relations techniques.
Reception and telephone techniques.
Financial record-keeping techniques.
Basic letter and report writing practices.
Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:
Prepare clear and concise administrative and financial reports.

This position description covers the most essential functions and duties associated with this position. The President or appropriate supervisory personnel may assign additional duties. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.
Establish and maintain effective working relationships with those contacted in the course of work. Work independently in the absence of supervision. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  1) standing or sitting for extended periods of time
  2) some moderate lifting and carrying
  3) operating assigned equipment.
Maintain mental capacity which permits:
  1) making sound decisions and using good judgment
  2) demonstrating intellectual capabilities
  3) evaluating the effectiveness of programs and personnel.
Effectively handle a work environment and conditions which involve:
  1) working closely with others
  2) periodically working irregular hours.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**
Two years of experience involving public contact, non-profit involvement, and/or fund raising preferred.

**Training:**
Bachelor’s degree from an accredited college or university with major course work in education, business administration or a related field required.

**Working Conditions**

**Environmental Conditions:**
Office environment; working closely with others; periodically working irregular hours; exposure to computer screens.

**Physical Conditions:**
Essential and marginal functions may require maintaining physical condition necessary for standing, walking or sitting for prolonged periods of time; moderate lifting; general manual dexterity.