State College of Florida, Manatee-Sarasota
Job Description

Job Title: Executive Director, Foundation
Reports to: President
FLSA Status: Exempt
Level: 219
Position Class:

Job Summary:
This position is responsible for developing the vision and effective strategies to achieve the fund raising goals of the College and providing fiscally sound management of a growing endowment.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides leadership for the fund-raising and benefactor cultivation activities.
2. Develops and implements an integrated multi-year development strategy in support of and consistent with the College’s strategic plan.
3. Serves as the institution’s lead fund-raiser working effectively with senior College leadership, Foundation Board of Directors and Trustees to achieve shared goals.
4. Advises the President on the planning and execution of cultivation, solicitation and stewardship activities.
5. Supervises, evaluates, and coaches staff, volunteers, and works closely with the Board of Directors.
6. Oversees and executes an annual operating budget in excess of $1 million and an endowment valued at $12 million.
7. Develops and carries out policies and directives of the Foundation’s Board of Directors.
8. Creates and sustains partnerships with a broad range of funding organizations.
9. Acts as a conduit for community concerns and conveys strength and vitality of the academic experience at the College to those external to the College.
10. Designs an integrated development communications message that adheres to articulated College priorities and prescribed development objectives.

11. Serves as a member and active participant of the President’s Executive Council; reports quarterly at Board of Trustees meetings.

12. Remains current in all Federal and State regulations pertaining to fund-raising and investing.

13. Supervises, evaluates, and coaches Foundation staff and volunteers.

14. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience**
  Master’s degree from an accredited university and seven or more years’ related experience and/or training, or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheet, presentation, email and Internet software.
• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Supervises Foundation staff.

Develops and administers an annual operating budget in excess of $1 million. The Foundation’s budget also includes responsibility for following appropriate accounting and government rules and regulations as well as Board directed spending and investment policies.

Handles cash, credit cards and wire transfers on a frequent basis either as receivables, payables or investment vehicles. Amount is a mean monthly figure of approximately $100,000 in receivables and $130,000 in payables.

Responsibility for property includes auction items for special events (jewelry, artwork, glassware, gift certificates). Periodically, the Foundation may accept a gift-in-kind of tangible personal property (real estate, boat, etc) that falls within the responsibility of the Executive Director. Value $47,000 and up (Foundation).

**Responsibility for Communication:**

**Internal Contacts:**
This position has routine contact with State College of Florida, Manatee-Sarasota faculty, students, and staff.

**External Contacts:**
This position has routine contact with Foundation Board of Directors and volunteers, individual and corporate prospects and benefactors, and general public.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to outdoor weather.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to use manual dexterity and talk or hear. The employee is frequently required to stand, sit, or walk, reach with hands and arms, and lift up to 25 pounds. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Specific vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.
**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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