

Job Specification for:

## Foundation Director

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### **Organization Overview**

Rowan-Cabarrus Community College (RCCC) prepares individuals for careers in approximately 40 programs of study in business, health and public services, and industrial and engineering technologies. Rowan-Cabarrus is a comprehensive, community-focused institution of higher learning, serving the residents of Rowan and Cabarrus counties at multiple campus locations and through online programs.

Rowan-Cabarrus Foundation focuses on building strong and enduring relationships with its supporters and partners, a fact which is evidenced by the tenure of many of their long-standing supporters. The Foundation prides itself on helping provide access to affordable education.

The Rowan-Cabarrus Foundation provides funding for:

- Student assistance (scholarships, emergency funding and books)
- Institutional enhancement (capital improvements, equipment, program, and curriculum support)
- Faculty/staff incentive grants and continuing education
- New program development

More information can be found at: <https://www.rccc.edu/foundation/>

### **The Opportunity**

This is an outstanding opportunity for a highly motivated and talented professional to assume a significant role within one of the top community colleges in the state of North Carolina. From its earliest days Rowan-Cabarrus Foundation has focused on building strong and enduring relationships with its supporters and partners. The Foundation prides itself on creating opportunities to provide access to affordable education.

The Rowan-Cabarrus Foundation's team of three employees, including this position, contributes to the Foundation's mission of raising and managing funds, and enhancing relationships that support the work and mission of Rowan-Cabarrus Community College. The President's Office and Foundation team is made of a group of long-term employees and this position would join an intact team.

The individual for this important assignment will have great freedom and responsibility, with very few day-to-day restrictions. He/She will determine how to go about achieving the desired objectives through strong relationships with the President and Chief Officer. The opportunity is a chance to create a more strategic and effective approach to the institution's fundraising program but, ultimately and more importantly, a chance to enable more students to achieve their career goals.

## **Summary of Position**

Reporting to the Chief Officer of Governance, Advancement & Community Relations, the Foundation Director is responsible for managing and updating fundraising systems and all financial operations including oversight and execution of the Foundation's strategic fund development plan, audit standards, financial expenditures and reporting. The Foundation Director plans, coordinates, and implements the foundation/development function in coordination with the President, Chief Officer of Advancement and other key college constituents. The Foundation Director also oversees the annual fund, donor relationship management and events to achieve fundraising targets, generating revenue from individuals, grantors, government, organizations and businesses.

## **Responsibilities**

### **A. DONOR CULTIVATION AND STEWARDSHIP**

1. Lead and appropriately collaborate with others in prospect and donor research, identification, qualification, cultivation, solicitation, stewardship and retention processes.
2. Develop and deliver a clear, compelling case for support for the college and appropriate projects.
3. Engage in and create networking opportunities and community engagement involvement that will create a greater awareness of the College/Foundation, including detailed and strategic calendar management in alignment with the schedules of the President, Chief Officer and donor(s).
4. Identify funding opportunities and connect donors to giving initiatives which fulfill their giving priorities
5. Coordinate and systematize donor outreach and stewardship strategies which strengthen donor relationships.
6. Promote the College to donors, charitable foundations, corporations, State and Federal agencies, and/or other applicable organizations via collaborations and partnerships.
7. Collaborate with internal and external stakeholders to ensure that events, marketing pieces, calendar planning and other initiatives include their input and approval.

### **B. FUNDRAISING SYSTEMS, OPERATIONS AND PROCESSES**

1. Develop and implement best practice systems, leveraging staff, board and volunteers to meet fundraising objectives.
2. Maintain thorough understanding of the College's strategic plan, its programs and current/long-term objectives.
3. Plan, coordinate and evaluate fundraising events.
4. Provide oversight, operational leadership and software expertise for Foundation customer relationship management system and financials/audit practices in compliance with audit and accounting standards.
5. Manage the Foundation's scholarship, grant and project awards, expenditures and reporting in accordance with donor wishes.
6. Ensure fiscal best-practices in partnership with the Foundation Treasurer and accountant order to achieve unqualified annual Foundation audits and accurate financial statements.

## C. BOARD AND SENIOR STAFF LEADERSHIP

1. Work closely with the Leadership Team and Foundation Board to lead the creation and implementation of development strategy.
2. Plan for and attend board/committee meetings; prepare information (including presentations) and recommendations for the consideration of the Board.
3. Together with the Chief Officer of Advancement and the President, educate and train board members in donor cultivation and fundraising best practices.
4. Collaborate with the Chief Advancement Officer and Foundation Treasurer to prepare analytic reports that synthesize financial progress and trends of fundraising activities

### **Qualifications**

- Minimum four years of directly related experience in fund development or related field
- Bachelor's Degree in fundraising/non-profit management, marketing, communications, business or related area preferred
- Certified Fundraising Executive (CFRE) accreditation preferred

### **Skills and Competencies**

- Demonstrated fundraising success from diverse funding sources
- Established knowledge of fundraising principles, practices and methodology
- Exceptional communication and influencing skills; persuasive, credible and polished communicator both written and verbal
- Self-starter with a proven ability to meet and complete multiple tasks, meet deadlines
- Experience with board and staff management, engagement and development
- Writing proposals and reports; interpreting complex gift guidelines
- Subscribe to the Association of Fundraising Professionals' (AFP) Code of Ethical Standards
- Ability and proficiency to create accurate data reports
- CRM and data management software expertise
- Proficient in Microsoft Office Suite including Outlook, Word, Power Point and Excel
- Willingness and ability to work varied hours, including some nights and weekends

### **Compensation**

The base salary range for this position is \$66,014 - \$85,817 and includes a competitive benefits package.

## **Procedure for Candidacy**

Rowan-Cabarrus Foundation has retained COR Consulting to assist with professional recruitment. Interested candidates must complete an online application through the College's website at <https://rcccjobs.com/postings/16384> .

All applicants will be asked to include a cover letter, resume and a list of three professional references. All material will be kept confidential. No phone calls please.

Rowan-Cabarrus Community College is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Final candidates are subject to criminal & sex offender background checks.