



Position Title: Executive Director, MDC Foundation
Reports To: College President through Vice President of Advancement and External Affairs
Department: MDC Foundation
Prepared By/Date: Jennifer C. Brito/7-13-2004
Approved By/Date: Dr. Eduardo Padron/9-20-2010
Revised: Jennifer C. Brito/9-20-2010

Job Code: 0010-00E
Job Group: PEC
Salary Grade: 21
FLSA Status: Exempt

Summary:

Serves as Executive Director and directs all activities of the MDC Foundation.

Essential Duties and Responsibilities:

- Directs the strategic direction and operational functions of the MDC Foundation
- Develops initiatives, and directs implementation of fundraising activities to secure major gift funding
- Plans and directs the activities and programs of the annual fund, annual giving, planned giving and alumni relations programs
- Develops and implements all alumni relations activities and related programs
- Maintains a cooperative relationship with the members of the Foundation Board
- Governs the Foundation committees and quarterly meetings and annual meetings as established under the by-laws of the Foundation
- Develops and implements policies and procedures for the Foundation
- Leads staff in the design and implementation of focused strategies for increasing private financial support for the Foundation
- Manages the Foundation's assets and monitors for accurate donor and potential donor records
- Plans, develops and implements the operating plans and division's budget within fiscal guidelines
- Participates as a member on the College's management team that works together to integrate educational, fiscal, technological, facilities and personnel planning to ensure achievement of the College's vision and mission
- Works directly with campaign consultants, Interacts closely with program directors' to provide leadership and direction consistent with the total gift income strategy plan of the Foundation.
- Coordinates the Foundation activities with consultants, volunteer leadership, and external senior executives and external investment firms to achieve the campaign goals
- Identifies, cultivates, and develops potential contributors
- Prepares draft policies, procedures and fundraising progress reports
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of investment principles, procedures, ethics, regulations, and standards as applied to public donations and endowments;
- Knowledge and skill in leading, cultivating and securing major gifts;
- Knowledge of fund raising activities and donor recruitment;
- Knowledge of business and finance principles, systems, procedures, and regulations;
- Knowledge of financial accounting, budgeting, control, and reporting principles, methods, techniques, and standards;
- Knowledge of leaders within the community;
- Management skills in leading a team in development and coordination of identifying donors for the Foundation;
- Skill in organizing resources and establishing priorities;

- Superior interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community;
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures;
- Ability to plan, implement, manage, and modify the financial and administrative operations of a non-profit organization;
- Ability to plan, organize, implement, evaluate, and modify financial programs, informational support systems, and processes;
- Ability to develop, plan, and implement short- and long-range goals;
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff;
- Ability to speak effectively to employees, faculty, staff and community groups

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually 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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree Business Administration or related field and a minimum of eight (8) years of successful leadership in an educational or non-profit environment or private enterprise

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name