Lancaster County Career and Technology Foundation

EXECUTIVE DIRECTOR

The Executive Director is the key management and development leader of the Lancaster County Career & Technology Foundation (LCCTF) in Central Pennsylvania. The Foundation's mission is to generate additional resources to support the Lancaster Career & Technology Center (LCCTC) in training and developing world-class technical professionals. This is accomplished through a variety of fundraising programs including tax credit programs, individual contributions, sponsorships, grants, and special events.

As the sole employee, the ideal candidate will be comfortable in a leadership and high visibility role; appreciative of a flexible schedule; value the challenge of being the visionary while executing all the daily operations; and energized by the idea of the Foundation's growth potential.

Duties and Responsibilities

- Develop, implement, and oversee the Foundation's strategic objectives and coordinate all programmatic activities.
- Support the Board of Directors and LCCTC in the development and cultivation of the Foundation's Board of Directors in order to further the Foundation's mission and outreach.
- In coordination with the Board, develop the Foundation's annual budget, ensuring compliance with all financial and reporting requirements for nonprofit organizations.
- Work with the Board to identify and secure funding partnerships to further the outreach and mission of the Foundation.
- Provide leadership and support to the volunteers, partners, and any future staff in advancing a comprehensive fundraising program to include major gifts, corporate and foundation support, planned gifts, in-kind gifts, and special events.
- Oversee the marketing/outreach plan and track impressions for all Foundation communications. This may include, but is not limited to, educational materials, media submissions, social media posts, e-blasts, newsletters, and the annual report.
- Support LCCTC in their recruitment, program execution, and alumni engagement, as necessary to fulfill the mission of the Foundation.

Requirements and Qualifications

- Proven experience in a senior staff position or another relevant role.
- Possess demonstrated competency in strategic planning, business development, and fundraising.
- Outstanding organizational and leadership abilities, including the ability to recognize and cultivate community engagement.

- Experience working for or in partnership with an academic institution, with fundraising and communications software, and/or Educational Income Tax Credit (EITC) a plus.
- Bachelor's degree required; master's degree is a plus. CFRE is a plus.
- Degree in Business Administration, Non-Profit Administration or relevant field is a plus.
- Possess excellent interpersonal, presentation, and public speaking skills, both practiced and impromptu.

Position Details

- Part-time, 20 hours per week.
- Salary/compensation $40,000–$60,000 and commensurate with experience.
- May work off-site depending on the current activities of the Foundation. No requirement to be in the office for a set number of hours per week. The office is located on the LCCTC Mount Joy Campus at 432 Old Market St, Mount Joy, PA 17552.
- Please email your cover letter and resume to Ivy Schneider, Interim Executive Director, at ivy@helixllc.org by Friday, November 30, 2018 with the subject line "LCCTF Executive Director".