Executive Director, Foundation

Salary
See Position Description

Location
Westminster Campus - Westminster, CO

Job Type
Administrator/Professional-Technical Full-Time

Division
Finance & Administration

DESCRIPTION

GENERAL SUMMARY
This position can be based at either our Westminster Campus or our Larimer Campus and will include travel between campuses and in FRCC’s service area.
Who We Are

We are the largest community college in Colorado, enrolling close to 28,000 credit students annually. We were one of 30 colleges in the initial American Association of Community Colleges Pathways Project, recently selected as a “Most Promising Place to Work” in Diverse Magazine, and profiled as one of six top community colleges for transfer student success in a recent Aspen Institute publication. We have developed a strong strategic plan focused on improving student graduation and transfer rates and have made significant investments in advising and other student support programs.

We have a dynamic, engaged, Foundation Board of Directors and leadership that is growing in fundraising skill and focus. We are committed to increasing community partnerships and alternative revenue sources to support strong students and strong training programs.

We have worked hard to create a culture of collaboration, innovation, and pride and seek people who share those values and our commitments to student success and equity.

Who You Are

You are a creative, entrepreneurial leader who believes in the community college mission and is eager to share your passion with donors who support the college. As the Executive Director for the FRCC Foundation, you provide leadership to the 501(c)3 organization that annually raises $2 million to $3 million per year that supports the work of Front Range Community College. As the Executive Director (ED) of the FRCC Foundation, you are a college employee who reports to the President and works closely with Campus Vice Presidents and the Foundation Board to raise and distribute funds for student scholarships and to raise funds that support the strategic goals of the college. You also play a key role in developing community partnerships and industry relationships and provide guidance to the college leadership on fundraising and program opportunities. In this role, you also effectively manage the business and stewardship operations of the foundation and recruit, develop, and support the Foundation Board of Directors.

Please note: This is an on-campus position with an opportunity for remote work. You need to be a Colorado resident on your first day of employment.

SALARY:

$92,000-$96,000 annually

BENEFITS:

Please click here to find more information about APT & Faculty Benefits

SELECTION PROCESS:

Position will remain open until filled with a priority deadline of July 10, 2022.
Preliminary screening will be made on the basis of completed application package submitted by candidate. In your application please include a resume and cover letter that specifically addresses how your background and experience align with the Executive Director, Foundation.

At FRCC, masks are optional, but we allow individual staff and faculty to request students and colleagues wear masks in offices or in class.

**Primary Duties**

- In collaboration with the Foundation Board of Directors, College President and Campus Vice Presidents, leads the foundation team to raise funds to support student scholarships and college programs, including annual gifts, major gifts, endowments, and bequests.
- Develops and stewards major gift prospects in support of the college. The Executive Director functions in part as a major gifts officer for selected key donors.
- Consults with the President, Campus Vice Presidents, and campus leadership teams to establish college fundraising goals and fundraising campaigns, including capital campaigns. Supports college leadership in developing fundraising skills and partners with college leaders in developing fundraising activities and events.
- Provides input to college leadership on the strategic direction of the college and opportunities for partnership.
- Develops industry partnerships and community relationships to support college fundraising efforts and to cultivate potential donors, board members, and other supporters of the college.
- Recruits, trains, and supports Foundation Board members to help create a strong, diverse board that is effective at both fundraising and program oversight. Serves as the key liaison between the Foundation Board and the College.
- Develops and implements an effective internal and external communication program and manages the development of written materials including appeal letters, donor communications, newsletters, annual report, and Foundation web site. Creates a strong program of donor stewardship, recognition and engagement.
- Continues development of alumni outreach efforts, and develops new plans and communication methods for effectively engaging FRCC alumni.
- Directs effective and compliant foundation business and operations management, including budgeting, accounting, investments, annual audit, and banking. Ensures that all donations are effectively accounted for, invested wisely, and spent as the donor intended. Provides regular, accurate financial reports to the Board and to the College President.
- Manages scholarship awards and disbursement and tracking of funds, including creating awareness of scholarship opportunities among students.
- Ensures that the Foundation activities are coordinated with College events and activities, and supports campus activities as appropriate.
- Leads and supervises the Foundation staff, creating a high functioning team that works collaboratively with other key FRCC departments, including Financial Aid and Fiscal Services.

**Required Competencies**

- Board Management: Recruits, engages, and supports a board of directors for the FRCC Foundation.
• Major Gifts Fundraising: Identifies and cultivates major gift prospects and closes major gifts.
• Supervision and Leadership: Creates a high functioning foundation team. Hires, trains, develops and oversees three full time staff and a part-time bookkeeper.
• Planning and Organization: Develops a strategic direction for the Foundation that aligns with the college’s strategic plan. Plans and executes foundation campaigns, including the annual campaign and capital campaigns.
• Integrity and Compliance: Manages all foundation funds according to donor intent and within all the rules and guidelines established by the college and the state of Colorado. Ensures that donors get accurate and fair representations of how their gifts are invested and used. Provides accurate and timely reports of Foundation financial status and activities.
• Interpersonal Relationships: Cultivates and sustains relationships with a large network of donors, board members, potential donors and other internal and external partners.
• Communication (Oral and Written): Creates and delivers communications to influence and engage both donors and FRCC staff. Tailors communication based on the characteristics of the audience.
• Equity, Diversity and Inclusion: Identifies donors and community partners whose mission align with FRCC’s core values and initiatives regarding equity and student success. Support FRCC’s equity goals in hiring, outreach, and programming.

Qualifications

Required Education/Training & Work Experience:

• Bachelor’s Degree from an accredited institution.
• Three or more years of successful fundraising experience that includes demonstrated success in creating and implementing an effective fundraising program, articulating a compelling case for support, cultivating and engaging donors, motivating volunteers and working effectively with organization leadership.
• At least two years management experience that includes supervision and budget oversite.

To Apply:

Click here to apply online.

Welcoming. Respectful. Inclusive. Together, we are FRCC.