CAPE FEAR COMMUNITY COLLEGE
CFCC FOUNDATION EXECUTIVE DIRECTOR

DEFINITION

To plan, organize and participate in resource development programs and activities including grant writing and proposal development, researching available funding sources and opportunities, coordinating annual and planned giving campaigns, and monitoring and evaluating grant projects and programs; to coordinate resource development activities with other College divisions and departments; and to provide staff assistance and support to the Foundation and the President of the College.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the President.

Exercises direct supervision over assigned staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS—Essential and other important responsibilities and duties include, but are not limited to, the following:

Essential Functions:

Plan, coordinate and organize resource development activities within the College.

Identify and participate in the development of resource development activities and projects, coordinate work activities, projects and programs, monitor and evaluate resource development programs and activities; review and evaluate work products, methods, and procedures.

Research and identify governmental and institutional funding sources, programs, and opportunities consistent with the goals and objectives of the College.

Prepare grant applications; coordinate with and/or assist faculty and staff in the writing of applications and proposals for outside funding; submit grant applications and monitor application progress through review and approval; amend, amplify, and explain programs and proposals as necessary.

Prepare applications for program renewal and continuation funding.

Coordinate and administer grant contacts with funding institutions and organizations; prepare and submit required reports.

Maintain relationships with funding organizations and agencies; develop and participate in cooperative funding projects, programs, and activities.
EXECUTIVE DIRECTOR OF CFCC FOUNDATION, INC. (Continued)

**Essential Functions (continued):**

Organize and provide support for major gifts, capital campaigns, and annual and planned giving campaigns.

Develop and implement solicitation strategies; manage the cultivation, solicitation, and stewardship of all donors and prospects; maintain a mailing list of CFCC alumni; and develop a list of private and corporate donors.

Serve as Secretary to the Foundation Board; coordinate meetings; prepare status reports.

**Other Important Functions:**

Attend meetings and participate in a variety of College advisory plans and committees which impact on resource development activities.

Serve as an informational resource to College administrators, faculty, and staff.

Represent the College at community and outside organizations, functions, and activities.

Perform related duties as assigned.

**QUALIFICATIONS**

- Principles and practices of grant program development and administration.
- Sources and types of funding available to institutions of higher education.
- Priorities, goals, and objectives of the College.
- Principles of effective relations with a variety of agencies and institutions.
- Research methods as applied to the identification of potential funding sources and opportunities.
- Budgeting procedures and techniques.
- Principles and practices of supervision and training.
EXECUTIVE DIRECTOR OF CFCC FOUNDATION, INC. (Continued)

Ability to:

Organize, direct, and implement a comprehensive resource development program.

Write, prepare, submit, and monitor a variety of funding proposals and grant applications.

Research, identify, and secure governmental and institutional support for the College.

Communicate effectively, both orally and in writing.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend actions in support of goals.

Gain cooperation through discussion and persuasion.

Establish and maintain effective working relationships with those contacted in the course of work.

Monitor and administer a budget.

Supervise, train, and evaluate assigned personnel.

Prepare clear and concise reports.

Maintain effective audio-visual discrimination and perception needed for:
  . making observations
  . communicating with others
  . reading and writing
  . operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  . sitting for extended periods of time
  . operating assigned equipment
  . traveling extensively.

Maintain mental capacity which allows the capability of:
  . making sound decisions and using good judgment
  . demonstrating intellectual capabilities
  . working with numbers
reviewing various alternatives and making appropriate choices.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of community groups and the general public.

EXECUTIVE DIRECTOR OF CFCC FOUNDATION, INC. (Continued)

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

A minimum of 10 years professional experience in fund raising, grant administration or a related field. Prior work experience in resource development at the college level and experience conducting annual fundraising are highly desirable.

**Training:**

A bachelor’s degree from an accredited college with major course work in business administration, marketing, educational administration or a related field; a master’s degree is preferred.