

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: EXECUTIVE DIRECTOR OF THE CF FOUNDATION, INC.

PAY GRADE: A-18

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Executive Director of the Foundation is an experienced and innovative leader responsible for the oversight of all development efforts and stewardship of external resources on behalf of the College. These resources include private/philanthropic contributions from donors, private investments and real estate managed through the Foundation, and any State of Florida allocations to the Foundation. This individual will be responsible for providing leadership, and in cooperation with the College President, enlist and engage leadership for the Foundation and the College in enhancing the private/philanthropic and public funding efforts of the College in a highly competitive, but highly supportive environment.

The Executive Director recommends to the President and the Foundation Board of Directors courses of action which strategically link the needs of the College with available external resources, both private and public. The Executive Director ensures compliance with federal, state, and local laws; Florida Board of Education Rules and Regulations; and policies of the District Board of Trustees. This position reports directly to the President of the College.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree from a regionally accredited institution in education, educational administration or related field required, masters preferred. Significant experience in fund raising, development, public relations or a related area; or an equivalent combination of training and experience required.
2. Years of experience in field: Five years of experience in successful fundraising with progressively higher responsibility required, a focus on higher education preferred.
3. Special skills or abilities related to position:
 - a. Ability to work as a team member dedicated to the health and welfare of the institution, the CF Foundation, our employees, and the students we serve.
 - b. Demonstrated skills in fund raising, planned giving, leadership, interpersonal relations, public relations, computer technology, and financial management.
 - c. Exceptional human relations, interpersonal and communication skills – both verbal and written.
 - d. Management style and service orientation consistent with the mission of the College and the Foundation.

Special skills or abilities related to position (Continued):

- e. Demonstrated ability to work effectively with faculty, staff, students, and the community.
- f. Willingness to be involved in the communities within the College's service district.
- g. Sense of humor and ability to relate to individuals from all walks of life.
- h. Committed to working in a multi-cultural environment.

ESSENTIAL JOB FUNCTIONS:

1. Works with College faculty and staff to develop strategic funding priorities and implement broad-based funding campaigns to address these needs. Integrates private contributions,
2. Prepares a compelling case for philanthropic support for the College that is also clear, concise and conveys a sense of urgency.
3. Works cooperatively with other officers of the College to ensure that the mission and vision of the Foundation and the College are consistently presented to all relevant stakeholders in a strong, positive public relations image that reflect the College as a vital force in the community.
3. Coordinates with Marketing and Public Relations department efforts to maximize fundraising effectiveness with regard to public and community relations and to enhance special events representing both the College and the Foundation.
4. Works with key College personnel, the Foundation Board, and community partners to develop and implement a capital campaign strategy.
5. Helps to identify priorities, new relationships, new sources of funds and new ways to fundraise and maintain existing relationships. Develops opportunities for external partners, to become more involved with and more knowledgeable about specific aspects of the college community, including the Appleton Museum of Art.
6. Provides oversight in the development and implementation of the Foundation's alumni program.
7. Develops and strategically initiates a planned giving program which will supplement and enhance all other fund development programs. Works with community agencies and representatives to encourage, solicit, and recognize bequests, life insurance, annuities, and other appropriate giving instruments.
8. Facilitates continuous development of the Foundation's Board of Directors through the selection process, orientation, engagement, thoughtful communications, education, committee involvement, and interfaces with College and Foundation personnel, donors, prospects, and legislative officials.
9. Coordinates with the College's Government Relations efforts to strategically develop funding initiatives aligned with the priorities of the College. Encourages and focuses the Foundation Board of Directors toward specific government advocacy on behalf of the College.
10. Coordinates and prepares the agenda for the ten Foundation Board of Directors Meetings and ten Executive Committee Meetings each year.
11. Participates in and oversees internal control processes to ensure the integrity of the Foundation's Financial Statements.

ESSENTIAL JOB FUNCTIONS (Continued):

12. Oversee the student residence facility to ensure that the optimal security practices are maintained for safe living conditions and that the interest of both students and the public are harmoniously maintained.
13. Oversee all Foundation assets (rental properties, investment portfolio, expenditures, revenues, etc.) to maximize return from fully insured investment vehicles while maintaining appropriate accounting practices and ensuring that expenditures are only made for approved purposes.
14. Communicates with the Foundation auditors, the Foundation Board, and key College officials to address the key financial processes and statements.
15. Recommends an annual budget for Board approval and prudently manages the Foundation's resources to achieve or exceed goals.
16. Positions the President to maximize his potential as a fund raiser for the College by researching, cultivating and making appointments with prospective major donors.
17. Assists the president with speech preparation and presentations for various community engagements related to the Foundation.
18. Displays leadership in community involvement through service on local boards and through presentations to key community groups.
19. Supervises a diverse staff and assists them in developing their full potential.
20. Demonstrates, through behaviors and interactions with the College community, a personal commitment to College of Central Florida's core values and service standards.
21. Driving between campuses and the service area to meet with donors and communities as required. Valid Florida Driver's License required.
22. Regular and recurring overnight, out-of-district travel required to state and national conferences and meetings.
23. Performs other duties as assigned by the President.
24. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Able to sit at a desk, view a display screen, and use a telephone for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Light lifting (up to 15 pounds)
- Walking
- Standing
- Sitting

ESSENTIAL PHYSICAL SKILLS (Continued):

- Bending
- Twisting
- Reaching Up

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 42, Ocala campus

SUPERVISOR OF POSITION: College President