

January 30, 2012

MAPE UNCLASSIFIED JOB POSTING

POSITION: Assistant Executive Director (PCN 00749050)
CLASSIFICATION: MnSCU Academic Professional 2 (1122-College Foundation)
STARTING DATE: Approximately February 15, 2012
APPOINTMENT: Full Time
SALARY RANGE: \$36,665-53,265 (annual) \$17.56-25.51/hour
APPLICATION DEADLINE: February 8, 2012

RESPONSIBILITIES

The purpose of this job is to supervise the Foundation's fundraising arm; assist the Executive Director with the administration and direction of the Foundation; supervise the Scholarship and Alumni programs; provide leadership in College and community activities.

MINIMUM QUALIFICATIONS

- B.S./B.A. degree
- Five years work experience in development and fund raising
- Efficient in Microsoft Office: Outlook, Word, and Excel
- Understanding of fundraising database management principles
- Experience in employee supervision

PREFERRED QUALIFICATIONS

- History in relationship building
- Experience coordinating special events
- Efficient in Microsoft Office: Publisher and Power Point
- Experience working with fundraising databases

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

TO APPLY

Apply online at www.alextech.edu/Employment

Click on Academic and Administrator Jobs link to apply. You must apply online and attach an electronic resume and copy of your transcript(s) to your online application in order to be considered for this position.

CONTACT

Ruth Dickey, 320-762-4484; Fax: (320)762-4501; Email: employment@alextech.edu

*Health, dental, life, and retirement benefits provided.
Alexandria Technical College is an equal opportunity educator and employer.
A member of the Minnesota State Colleges and Universities System
This information will be made available in alternative format,
such as large print or cassette tape, upon request*

State of Minnesota/Technical College System JOB DESCRIPTION	Employee's Name:
College/Campus: <i>Alexandria Technical & Community College</i>	Position Work Days/Hours: Monday through Friday (Flexible)
Working Title/Class Title: Assistant Executive Director MnSCU Academic Professional 2 (112- College Foundation)	Position Control Number: 00749050
This position description accurately reflects my current job. Employee's Signature: Date:	This position description accurately reflects the employee's current job. Supervisor's Signature: Date:
POSITION PURPOSE: The purpose of this job is to supervise the Foundation's fundraising arm; assist the Executive Director with the administration and direction of the Foundation; supervise the Scholarship and Alumni programs; provide leadership in College and community activities.	
REPORTABILITY: Reports to: Executive Director Directly Supervises: Director of Scholarships and Alumni Relations Foundation staff	
DIMENSIONS: Budget: Who are your customers? ATCC Staff and Students Alexandria Community MnSCU Staff ATCC Foundation Board Community Organizations Alumni/Alumni Parents and Friends College Vendors Business and Industry General Public Legislators	

Reviewed by: _____
Human Resource Designee

I. SUPERVISE FUNDRAISING ACTIVITIES

A. Responsible for Resource Development

1. Develop strategic objectives for the foundation's resource development to reflect educational priorities and initiatives.
2. Establish and cultivate relationships with current and prospective funding sources.
3. Develop performance evaluation standards for the resource development to align and enhance strategic and master plans of the college).
4. Develop and implement a donor cultivation and stewardship program through personal contacts with annual donors

B. Provide leadership for the planning and implementation of annual appeals and specialized campaign initiatives

1. Supervise the development and implementation of the Foundation's fundraising program; design and implement the Annual Gift Program and /or Capital Campaign that cultivates, solicits, and recognizes current and potential donors; plan, organize, administer, and manage specialized campaigns; work with alumni development;
2. Design and present funding proposals on behalf of the foundation.
3. Evaluate fundraising progress, maintain communication on organizational matters and address training and development needs.

Priority: A

Percent of Time: 40%

Discretion: A

II. ASSIST THE EXECUTIVE DIRECTOR WITH THE ADMINISTRATION AND DIRECTION OF THE FOUNDATION

A. Supervise office staff, activities, functions and communications

1. Supervise the Director of Scholarship and the Alumni relations.
2. Provide leadership and administration for the development of a public relations program that promotes the visibility of the college with business and industry leaders, community leaders and politicians.
3. Develop and direct projects for both staff and consulting services.
4. Oversee contract specifications; contracts for service and purchase orders.
5. Evaluate program outcomes as well as system efficiencies and effectiveness.
6. Supervise the process of properly collecting recording and maintaining documentation relating to Foundation activities, decisions, financial transaction and donor lists
7. Supervise the financial accounting and reporting activities
8. Conduct orientation and insure staff members receive proper training.
9. Develop staff performance objectives and evaluation standards.

Priority: A

Percent of Time: 40%

Discretion: A

B. Assist the Executive Director with board related functions and communications.

1. Assist the Director generate information and research for use by the Foundation Board
2. Supervise the compilation and distribution of database and financial information.
3. Assist the Director to design and conduct orientation training for new board members.
4. Develop board performance objectives and evaluation standards.
5. Assist the Director in analyzing effectiveness of marketing and communication efforts.

Priority: A
Percent of Time: 10%
Discretion: A

C. Other duties as assigned by the Executive Director

1. Assist director with special projects as they arise within the day to day operations.
2. Participate in regularly scheduled committee meetings and serve on other committees as assigned.
3. Maintain communications with MnSCU staff and other system administrators in similar areas of responsibility.
4. Maintain active memberships in community organizations and participate in several forms of community service.

Priority: A
Percent of Time: 10%
Discretion: A

RELATIONSHIPS

This position provides support to the Executive Director of the Foundation and its Board of Directors. Strong relational skills are critical to the success of this individual in establishing relationships with local government agencies, business and industry, private foundations and individuals in all areas through the entire community and surrounding area.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires a genuine concern for and commitment to the Alexandria Technical & Community College. Knowledge of the College, an overall understanding of the development field, and specific knowledge of fund raising methods are essential requirements.

The ability to identify and effectively resolve problems and conflicts, work collaboratively with highly diverse sets of individuals and groups, and to lead and support a team environment by motivating and coaching.

This position requires a highly creative individual with effective interpersonal and communication skills, including the ability to listen, the willingness to communicate frequently with individuals and groups, and the ability to write effectively.

This person must have the ability to interact with community leaders and secure gifts on behalf of the Alexandria Technical & Community College and Foundation.

This employee is expected to conduct himself/herself in a professional and customer service-based manner at all times to promote a harassment-free environment. All communications and interactions with internal and external customers are to be conducted with courtesy and respect.

Required computer skills necessary to organize, compile, analyze and report data.

This person must be flexible and capable of working on several projects at one time.

PROBLEM SOLVING

Strong management, organization, implementation, and problem solving skills are critical with the ability to identify and effectively resolve issues and conflicts. In addition, this person must have the ability to work collaboratively with highly diverse sets of individuals and groups, and to lead and support a team environment by motivating and coaching is essential.

FREEDOM TO ACT

This person has the freedom to initiate, lead, develop and coordinate all activities within the realm of this job description and the mission, goals, and objectives of the College and Foundation.

QUALIFICATIONS

Minimum requirements:

- B.S./B.A. degree
- Five years work experience in development and fund raising
- Efficient in Microsoft Office: Outlook, Word, and Exel
- Understanding of fundraising database management principles
- Experience in employee supervision

Preferred requirements:

- History in relationship building
- Experience coordinating special events
- Efficient in Microsoft Office: Publisher and Power Point
- Experience working with fundraising databases