ALEXANDRIA
TECHNICAL & COMMUNITY COLLEGE

1601 Jefferson Street • Alexandria, MN 56308-3799 • www.alextech.edu
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A Member of Minnesota State Colleges & Universities System
An Equal Opportunity Employer/Educator

June 23, 2014

# MnSCU Administrator JOB POSTING

**POSITION:** Foundation Executive Director (PCN 01111658)

**CLASSIFICATION:** MnSCU Administrator 4

**STARTING DATE**: Approximately October 1, 2014

**APPOINTMENT:** Full Time Unlimited

**SALARY RANGE:** $63,700 -$95,550

**APPLICATION DEADLINE:** To receive guaranteed consideration, application materials should be submitted online by **July 21, 2014.** The search will remain open until the position is filled.

## RESPONSIBILITIES:

The Executive Director works in partnership with the College, the Board of Directors and staff to provide leadership, vision and direction for the organization. The Executive Director is accountable for developing and leading the execution of a forward-looking and mission-aligned organizational strategy and results-oriented plan. As the Foundation's leader and primary fundraiser, the Executive Director is accountable for evangelizing Alexandria Technical & Community College, optimizing relationships with donors and prospects, and achieving annual fundraising goals. The Executive Director is expected to:

- Be the visionary leader for the Foundation.
- Achieve fundraising goals.
- Lead the staff and manage the organization.
- Oversee financial management and comply with the law.

## MINIMUM QUALIFICATIONS:

- Associate degree or equivalent experience in related field
- 5 years minimum prior fundraising, sales or related experience
- Demonstrated and proven success in securing major gifts from individuals and corporations
- Extraordinary leadership and management skills
- Visionary, ability to envision and shape the future
- Exceptional ability to develop plans and achieve corresponding results
- Strong written, presentation and oral communication skills
- Capacity to independently initiate and make effective decisions
- Trustworthy, strong listener, high integrity, credible
- Adaptive, able to modify and adjust based on changing internal and external factors
- Ability to build relationships with a wide variety of constituents
- Responsive, with exceptional capacity for action and follow through

**PREFERRED QUALIFICATIONS:**

- Master's degree or higher from an accredited institution of higher education
- A track record of success in grant mining and writing
- Experience in Supervision
- Knowledge of housing and/or commercial lease management
- 10 years prior fundraising, sales or related experience

**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.

**APPLICATION PROCEDURE**

Apply online at http://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. Candidate should be willing to complete a personality profile and/or skills assessment.

**CONTACT:**
Shari Maloney; 320-762-4466; Fax: (320)762-4501; Email: employment@alextech.edu

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**
**Alexandria Technical & Community College**

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|---|---|
| **Employee Name:** | **Position Control Number:** 01111658 |
| **Department/Division:** Foundation | **Classification Title**: MnSCU Administrator-Range 4 |
| **Prepared By:** | **Working Title:** Foundation Executive Director |
| ☐Non-Exempt<br>XX Exempt: ☐Executive ☐ Professional ☒ Administrative<br>☐Unlimited ☐ Seasonal ☐Temporary ☐Limited | *If Exempt, attach required documentation*<br><br>If seasonal, list months during the season worked |
| ☒Full-time ☐Part-time ☐Intermittent<br>Percent if not full-time ____ % | **Date Prepared:** 5/2014 |

| This position description accurately reflects my current job. | | This position description reflects the employee's current job. | |
|---|---|---|---|
| | | | |
| **Employee Signature** | **Date** | **Supervisor Signature** | **Date** |

**POSITION PURPOSE** *(why position exists; how it helps accomplish mission of the department/division)*

The Executive Director works in partnership with the College, the Board of Directors and staff to provide leadership, vision and direction for the organization. The Executive Director is accountable for developing and leading the execution of a forward-looking and mission-aligned organizational strategy and results-oriented plan. As the Foundation's leader and primary fundraiser, the Executive Director is accountable for evangelizing Alexandria Technical & Community College, optimizing relationships with donors and prospects, and achieving annual fundraising goals.

**I. Be the visionary leader for the Foundation**
**Priority: Essential Percent of Time: 25% Discretion: A**

Inspire and engage the Board of Directors, College colleagues, MnSCU leadership, staff, alumni, donors and prospects to understand and commit to the Foundation's mission, vision and organizational strategy. Provide leadership and direction to ensure alignment of the Foundation's goals with those of the College and MnSCU. Partner with the Board to evolve the mission and vision, to create the organizational strategy and plan, and set annual fundraising goals. Ensure each Board member understands their role in governing the mission and vision of the Foundation and College. In partnership with the Board, ensure the ongoing management of by-laws, policies and committee functions. Establish and maintain a Board communication process to keep them apprised of the Foundation's fundraising plans, operations, finances and human resources. Engage Board members in building and optimizing donor relationships, and securing donations/gifts for the Foundation.

**II. Achieve fundraising goals**
**Priority: Essential Percent of Time: 50% Discretion: A**

Transform the Foundation's annual fundraising goals into actual donations and gifts. Create and execute an annual "friend-raising" and fundraising plan that builds and grows donor/prospect relationships and loyalty. Engage the staff, the Board, the College and community members to assist in fulfilling the plan. Leverage donor database(s), fundraising software, contact management systems, and other tools to optimize fundraising efficiency. Lead and manage the process to achieve clear results. Ensure accurate and timely fundraising reports/updates are shared with the Board, staff and College, as appropriate. Ensure the Foundation's earned-income sources, the Bookstore and Foundation Hall, are efficiently operated and managed. Monitor financial performance to ensure they remain stable and viable sources of income for the Foundation. Assess additional earned income opportunities.

**III. Lead the staff and manage the organization**
**Priority: Essential Percent of Time: 15% Discretion: A**

Create a staff structure that supports the organization's goals, objectives and priorities. Promote a culture that reflects the organization's values, encourages superior performance and rewards productivity. Inspire and motivate employees to understand how their work supports the Foundation's larger mission and goals. Identify needs for staff training and development, and develop future leadership. Ensure the quality, efficiency and effectiveness of programs and services. Seek continuous quality improvement and organizational learning.

**IV. Oversee financial management and comply with the law**
**Priority: Essential Percent of Time: 10% Discretion: A**

Achieve the highest ethical standards. Direct all financial processes to support the Board's fiduciary responsibilities. Develop and secure Board approval of the annual budget. Oversee the external audit process. Monitor and communicate financial performance and trends through accurate and timely financial statements. Forecast looming financial issues. Ensure reserves, investments and endowments are effectively managed. Oversee the Foundation's compliance with legal and regulatory requirements, as well as the requirements of the College and MnSCU system. Educate the Board, staff and College about ethics and accountability. Develop policies/procedures and ensure day-to-day compliance

***Priority***:
*Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary;*

***Discretion (optional)***:
*A-Employee investigates situations, makes decisions, and takes appropriate action reports by exception and through normal review processes;*
*B=…reports to supervisor immediately after action is taken;*
*C=…makes decisions with supervisor…. reports to supervisor immediately after action is taken;*
*D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.*

## KNOWLEDGES, SKILLS, AND ABILITIES

### Minimum Qualifications

- Associate degree or equivalent experience in related field
- 5 years minimum prior fundraising, sales or related experience
- Demonstrated and proven success in securing major gifts from individuals and corporations
- Extraordinary leadership and management skills
- Visionary, ability to envision and shape the future
- Exceptional ability to develop plans and achieve corresponding results
- Strong written, presentation and oral communication skills
- Capacity to independently initiate and make effective decisions
- Trustworthy, strong listener, high integrity, credible
- Adaptive, able to modify and adjust based on changing internal and external factors
- Ability to build relationships with a wide variety of constituents
- Responsive, with exceptional capacity for action and follow through

### Preferred Qualifications

- Master's degree or higher from an accredited institution of higher education
- A track record of success in grant mining and writing
- Experience in Supervision
- Knowledge of housing and/or commercial lease management
- 10 years prior fundraising, sales or related experience

## RELATIONSHIPS

### Internal and External Clientele and Purpose of Contact *(the most significant job related contacts)*

**Internal clientele and purpose**:

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|---|---|
| Foundation's Board of Directors | governing body and donors |
| MnSCU administration | leadership and donors |
| MnSCU staff, faculty | support staff and donors |
| Students and their parents | scholarship recipients, student housing residents, and/or bookstore customers |

**External clientele and purpose**:

| | |
|---|---|
| Business and industry | partners, cash and in-kind donors |
| Alexandria community at large | donors |
| Vendors | suppliers and donors |
| Alumni/Alumni parents/friends | long-term relationships/donors |
| Legislators | promote College's visibility |

**Supervises** (*classification title; FTE; # in position; note if providing work direction only)*

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| MMA | FT: 1 Chief Operations Officer |
| ASCME | FT: 1 Book Store Manager (lead work only) |
| MAPE | FT: 1 Director of Scholarships and Alumni Relations (lead work only) |

**This Position Reports to** *(provide class title, **not** person's name)***:**
College President
ATCC Foundation Board of Directors

**PROBLEM SOLVING**

A critical part of the problem solving responsibilities for this position requires an understanding of the functioning of the College, the MnSCU system, and the Board of Directors

**FREEDOM TO ACT**

**Budget** *($ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*
Assets: $12,000,000,
Operating Budget: $4,000,000
The ED authorizes expenditures outside of budget
The ED is a signee for bank and investment accounts
The ED authorizes transfers between accounts

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**
Decisions regarding the employment of the Executive Director are made by the Foundation's BOD
The Foundation's BOD Finance Committee makes decisions regarding the Foundations Investment portfolio

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.*