

**DIRECTOR OF FOUNDATION AND COMMUNITY OUTREACH**  
**Job Description**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 14  
**REPORT TO:** Vice President of Finance and Administration  
**REVIEWED DATE:** September 17, 2020

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

Creates, develops, coordinates, implements and supervises the College's Foundation and Alumni Relations programs, as well as, other special projects that have institution-wide impact to support donor relations, scholarship management, gift processing, stewardship and other programs. This position is responsible for researching critical issues confronting the College and developing, implementing, and evaluating action plans to address these institution-wide needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works collaboratively with leadership on donor prospect development, strategic partnerships, community relations, special initiatives, and gift solicitation.
- Establishes, nurtures, and maintains positive external relationships with individuals, businesses, and community-based organizations that support the College's outreach efforts.
- Plans and coordinates all relevant activities for special College events.
- Coordinates alumni and community relations.
- Participates in appropriate College committees.
- Cultivates individual relationships and partnerships that support Foundation and College initiatives.
- Attends Foundation Board meetings, serves on pertinent Foundation committees and participates in community and social events that promote the College and cultivate relationships leading to philanthropic gifts.
- Develops outcomes for the Foundation and Community Outreach functional area, monitors assessment of those outcomes, and develops plans of action for improvement based on the assessment of those outcomes.
- Responsible for the coordination of the scholarship and award programs
- Maintains online scholarship management system
- Coordinates the daily operations of the Stewardship Program, ensuring a timely and efficient process, reporting and accountability to all internal and external constituencies
- Performs periodic reconciliation of all institutional scholarships and remission funds awarded.
- Steers scholarship selection committees for determining financial aid recipients

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- Maintains hard-copy and digital filing system of gift documents in an organized and intuitive manner to encourage self-service
- Coordinates production details for annual stewardship reporting in digital and hard-copy formats from the creation of annual report mailing lists and ancillary materials (e.g., student profiles, student thank you letters, and financial statements)
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the Foundation and Community Outreach functional area.
- Assists with the process for systematic review and evaluation of the Foundation and Community Outreach functional area per the model adopted by the College.
- Stewards donors through ongoing communications, recognition activities, invitations to key events, and interaction with beneficiaries
- Serve as an exemplary advocate in the community, with local leaders, business and corporate partners; build relationships that closely link the community with the College.
- Collects, analyzes and summarizes data for special projects to assist the Office of the President in both long and short-range planning activities.
- Provides leadership in the collaboration of staff to facilitate planning sessions that will identify critical issues and problems, suggests and recommends options based on best and/or emerging practices and develops consensus on appropriate alternatives.
- Designs, manages, coordinates and implements action plans for a large volume of special projects and initiatives, to achieve operational goals, objectives and policies and procedures of the College. Works closely with College leadership and staff to ensure effective delivery of services.
- Contributes to the overall success of the College by performing fact-finding and troubleshooting activities in areas of special interest.
- Provides integrated policy analysis and strategic consultation to campus leadership on major issues affecting the College and TSC Foundation.
- Develops and communicates strategies or messages from senior leadership through social media, websites, newsletters, press releases and other distribution channels.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by the Texas Southmost College (TSC).
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Supports the values and institutional goals as defined in the College's Strategic Plan.

**DIRECTOR OF FOUNDATION AND COMMUNITY OUTREACH**  
**Job Description**

- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Colleges' students, faculty, staff, and community.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Excellent problem-solving skills with the ability to apply those skills innovatively and creatively across a broad spectrum of issues and to develop new structures and procedures as needed.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to effectively supervise and motivate personnel.
- Ability to embrace a culture of inquiry, evidence and innovation.
- Demonstrated ability to interact effectively and efficiently and maintain positive working relationships with administration, staff, faculty, students and the community.
- Ability to make complex decisions in a rapidly changing environment while remaining calm, utilizing information that may be limited or ambiguous.
- Demonstrated ability to actively engage in conflict resolution while fostering positive, constructive outcomes.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines.
- Ability to handle sensitive and extensive confidential data.

**DIRECTOR OF FOUNDATION AND COMMUNITY OUTREACH**  
**Job Description**

**REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree from an accredited college or university.
- Minimum of seven (7) years of fundraising experience within an educational environment or in the private sector.
- Demonstrated experience leading and supervising personnel
- Demonstrated experience in grant writing
- Demonstrated experience in conducting high-level research and analysis and communicating the results effectively in writing and orally, including professional-level presentations.

**PREFERRED EDUCATION AND EXPERIENCE**

- Doctorate degree from an accredited college or university in related area
- Experience as an administrator in a community college setting.
- Demonstrated experience in grant writing
- Demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology.

**CERTIFICATES AND LICENSURES**

None required

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts

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**Job Description**

and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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**Disclaimer:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - Public Job Posting
  - Internal Job Posting
  - Agency Referral
  - Advertisement/Publication
  - Personal Referral
  - Website
  - Job Fair
  - Other
2. \*Do you have a Master's degree from an accredited college or university?
  - Yes
  - No
3. \*Do you have a minimum of seven (7) years of fundraising experience within an educational environment or in the private sector?
  - Yes
  - No
4. \*Do you have demonstrated experience leading and supervising personnel?
  - Yes
  - No
5. \*Do you have demonstrated experience in grant writing?
  - Yes
  - No
6. \*Do you have demonstrated experience in conducting high-level research and analysis and communicating the results effectively in writing and orally, including professional-level presentations?
  - Yes
  - No
7. Do you have a Doctorate degree from an accredited college or university in related area?
  - Yes
  - No
8. Do you have experience as an administrator in a community college setting?
  - Yes
  - No
9. Do you have demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology?
  - Yes
  - No