

FORT SCOTT COMMUNITY COLLEGE
Position Description

JOB TITLE: Director of Endowment

DIVISION/DEPARTMENT: Institutional Advancement

RESPONSIBLE TO: VP of Finance and Operations

MONTHS PER YEAR: 12 **HOURS PER WEEK:** Exempt **UPDATE:** 12-2016

Role / Job Summary

The Director will initiate, establish and manage effective relationships with alumni, prospects and major donors. The Director will be responsible for developing and implementing strategies to identify, engage, cultivate and solicit individuals and businesses who will provide significant personal financial support for Fort Scott Community College. Lastly the Director will provide oversight of scholarships, and grant writing specific to the advancement of the college and its strategic initiatives.

Required Knowledge and Skills:

- Experience managing fund-raising projects.
- Ability to work independently, as well as on a team.
- Good communications skills, both written and oral.
- Ability to organize and prioritize work to meet deadlines.
- Works well under pressure.
- Excellent interpersonal skills as applied to alumni, friends of the college, community, faculty and staff, and other organizations.
- Knowledge of current concepts and practices in resource development including fund raising for annual, capital, and special campaigns.
- Knowledge of tax law as it relates to tax exempt status, charitable giving, estate planning and deferred giving, grant writing and utilization of available public and private resources benefiting community colleges.

Required Education and Experience

- Bachelor's Degree required. Masters preferred.
- Strong leadership and management experience.
- Fiscal responsibility and financial management skills

Duties and Responsibilities:

Endowment

- Develop, plan, organize and execute capital campaigns, deferred maintenance fundraising campaign, and a campaign to increase endowed monies.
- Ability to prepare written proposals for gifts and acknowledge gifts and special requests related to gifts.
- Maintain accurate financial records of gifts and acknowledge them as received and for year-end tax information.

- Provide monthly reports regarding the activities of the Endowment office to the college VP of Finance as well as the Endowment and College boards.
- Supervise the development and maintenance of all records, publications, printed materials, and donor bases related to the development program. (ie relatives of deceased donors, storage of old records)
- Represent the College at public events as directed.
- Cultivate relationships between the endowment and members of the college community, including students, faculty and various departments of the College.
- Expand the base of donors.
- Cultivate relationships between the College and various corporations, alumni, and friends of the College.
- Become efficient in use of current Endowment software, including Wealth Engine, Abila MIP accounting software and iModules as well as knowledgeable of College software POISE.
- Collect relevant information on FSCC's needs for use in solicitation efforts.
- Develop an annual Strategic Plan with the College and Endowment board.
- Serve as a resource for departmental and other internal fund-raisers.
- Provide leadership and work with College partners to distribute scholarship funds.
- Plan, organize and executive recognition events for donors and scholarship recipients.

Alumni

- Prepare, design and distribute alumni newsletters twice a year.
- Maintain database of alumni
- Assist with logistics of alumni activities.

Grants

- Pursue grants and donations to the college in support of programs or other college initiatives.
- Ability to occasionally author grants, but also supervise writing of selected grants.
- Acquire and maintain resources relative to grant writing.
- Facilitate the planning and development for all major grants by organizing meetings, networking, and collaborating with all partners

Miscellaneous

- Perform other related duties as assigned.

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.