



Trinity Valley Community College

Job Description

Executive Director of Foundation

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Oversee the planning, management, daily operations of Foundation, development office and alumni association. Lead new strategic initiatives as well as provide leadership and vision to fundraising programs that support the College's mission and goals through external funding.

REPORTS TO:

President

SUPERVISES:

Institutional Advancement & Foundation personnel

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's Degree

PREFERRED:

Master's Degree

EXPERIENCE REQUIRED:

Five years of senior level management in nonprofit/foundation

PREFERRED:

Work experience in higher education

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Attention to detail
- Time management
- Organization

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Serve as a member of the district's Executive Leadership Team with executive responsibility for the planning, management, and evaluation of the assigned departments and functions. Research, plan, develop, and support the district president with executing new strategic initiatives.
- Provide leadership for the Collin College Foundation. Oversee the development, execution, and evaluation of fundraising plans to develop gifts and donations in accordance with the college's strategic plan.
- Establish and maintain a donor base and donor tracking system.
- Serve as the liaison between the President's Office and the Collin College Foundation to ensure that Foundation goals, objectives, and activities match the priorities of the institution and vision of the district president.

All TVCC positions are security sensitive and require a criminal background check.



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- Solicit major gifts and manage the evaluation of fundraising and alumni programs in collaboration with the district president, Board of Trustees and Foundation Board of Directors lead philanthropic campaigns to build support from alumni and external stakeholders.
- Develop and maintain a sufficient cadre of volunteers (on and off-campus) who will assist in undertaking activities necessary for institutional advancement—public relations, alumni relations, and fundraising.
- Supervise the planning and coordination of special events.
- Supervise the coordination of the selection and awarding of Foundation scholarships.
- Supervise the administration of Foundation scholarship accounts.
- Perform all other duties necessary to accomplish the educational, administrative, and financial objectives of the College as assigned by the president.
- Raise scholarship funds and grow endowments by fostering a culture of philanthropy and assuring that the Foundation's systems and procedures support fund development.
- Provide leadership for the alumni program. Oversee the development and execution of an Alumni Plan, develop long-term relationships with alumni and encourage alumni service, leadership, advocacy and philanthropy for the college. Develop two-way communication with alumni so they are represented in the college culture. Lead visioning for Alumni Advisory Council to build alumni affinity and engagement.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Balancing, Reaching , Finger dexterity , Talking , Hearing , Seeing , Repetitive Motions , Sedentary Work , Computer Work
- Subject to: Climbing, Stopping, Kneeling, Crouching, Standing, Walking , Lifting , Grasping
- May need: Pushing, Pulling
- Occasionally need to: Light to Medium Work

MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None



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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/21/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1807
DBM:	E	Travel Required:	25- 50% of the time
IPEDS/SOC CODE:	11-2031	Employment Status:	Full-Time
Salary Grade:	285	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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