



Cape Cod Community College Educational Foundation, Inc.

2240 Iyannough Road
W. Barnstable, MA 02668

VACANCY NOTICE

DATE: February 4, 2010

POSITION: Executive Director/Chief Development Officer
Cape Cod Community College Educational Foundation

POSITION OVERVIEW:

The Cape Cod Community College Educational Foundation (CCCCEF) is seeking a dynamic **Executive Director/Chief Development Officer** to lead the Foundation's fundraising and general management to succeed in its mission to support the needs of Cape Cod Community College. The Foundation is an independent 501(c)(3) non-profit corporation.

The Executive Director will effectively lead and motivate the staff and volunteers, and will propose and execute successful fundraising programs, initiatives and strategies. Duties include advocacy leadership to existing and prospective donors, the Cape and Islands community in general, and oversight of staff, budget and general operations. Responsibilities include elevation of the Foundation's and College's public profiles and expansion of the Foundation's funding base and endowment.

The ideal candidate for this position is committed to the mission of advancing the goals of the Foundation and the College, and is a dynamic, entrepreneurial leader with a strong, proven history of non-profit management, successful fundraising experience and event management. The Executive Director functions as the Chief Development Officer and Chief Operating Officer of the Foundation. The job requires expertise in Leadership, Management, Fundraising, Finance and Communications (see detail).

The Foundation has been in existence for 26 years and oversees an endowment of approximately \$6 million. In addition to the Executive Director, its staff is comprised of a full-time Senior Development Officer and two part-time administrative/support persons.

QUALIFICATIONS:

- Entrepreneurial mindset; an innovator. Proven progressive fundraising track record. Strong leadership, management and communication skills. Basic competencies in fiscal management, budgeting, financials, investments. Passionate commitment to advancing Foundation goals. Event management experience.

- Experience in leading and managing non-profit organizations, including setting or influencing strategic vision, implementing business plans, managing personnel, overseeing finances and internal control systems, fostering good relationships with internal and external stakeholders.
- Outstanding oral and written communication skills, including the ability to motivate and inspire staff, volunteers and donors.
- Demonstrated experience working with organizations and individuals with diverse perspectives, including staff, public officials, community leaders, educators and the community at large.
- Ability and desire to develop and expand the resources of the CCCCEF.
- Bachelor's degree, Master's preferred; professional fundraising certification preferred; 7+ years in professional fundraising.

JOB DESCRIPTION SUMMARY AND RESPONSIBILITIES:

Leadership

- Articulates and implements the Foundation's vision and long-term strategic plan, including identifying resources needed to accomplish the plan. Clearly communicates and reinforces vision to internal and external constituents.
- Assists with cultivation and positioning of CCCCEF Board to meet the challenges of implementing the Foundation's goals and objectives based on a defined strategic plan.
- Motivates and inspires staff and volunteers to work collaboratively toward vision and goals.
- Expands CCCCEF's agenda to achieve enhanced fundraising results.
- Assists the Board of Directors in its development of knowledge and skills for stewardship and governance of the organization.
- Where appropriate, seeks and recommends collaborations or partnerships with other organizations or businesses to advance the goals of the Foundation.

Management

- Deploys resources efficiently and effectively toward organizational goals, working with staff to balance workload and results.
- Works with Cape Cod Community College President and College personnel to create and implement funding and resource opportunities, based on priorities established annually by the President of the College and endorsed by the Foundation's Board of Directors.
- Keeps Board of Directors apprised of programmatic, resource, and employee or volunteer issues in a timely and constructive manner.
- Oversees performance management and professional development for staff.
- Recognizes and embraces the desirability of a diversified campus and constituent community.

- Ensures that all records, correspondence and any other contacts with donors and prospective donors are systematically recorded, tracked, stored and acknowledged as required either by law or Foundation policy.
- Ensures that all individual privacy requirements established by law or the Foundation, both financial and otherwise, are compliant and meticulously administered.
- Provides timely and accurate reports to the Board of Directors on program status, financial condition and other matters as appropriate.

Financial and Fundraising

- Assures that adequate resources are available now and in the future to accomplish the mission of CCCCEF. This includes, but is not limited to, the Foundation's operating budget, fundraising goals for both on-going and intermittent projects and fiduciary oversight of the Foundation's endowment and other assets.
- Assists in the development of long-term plans to provide for the fiscal stability of the organization and its ability to reliably meet the fundraising goals necessary to support defined programs and needs of the College.
- Develops and manages the annual operating budget.
- Creates fundraising plans in concert with the Board of Directors. Develops and cultivates relationships with individual, corporate and foundation donors. Conducts research on viable foundation and grant writing opportunities.
- Maintains knowledge of and compliance with all financial and other operational reporting requirements of governmental agencies or organizations to which the Foundation is obligated to account for its activities.
- Notifies Board of Directors or appropriate committees of the Board of any financial or other fiscal matters that may affect approved plans or objectives.
- Negotiates contracts on behalf of CCCCEF, including external contracts, as authorized by the Board of Directors.

Communications

- Serves as CCCCEF spokesperson to the media and other organizations—through personal contact, speaking engagements and other promotional opportunities—to increase awareness of the CCCCEF mission. (In coordination with the Office of College Communications.)
- Communicates the programs, policies and purposes of the Foundation to public constituencies, government bodies and staff in a way that inspires support of goals and objectives.
- Fosters effective working relationships and dialogue through appropriate channels with College personnel and the campus community, including the Alumni Association.

DESIRED ATTRIBUTES:

- Interest in and commitment to the virtues of higher education and the community college environment in Massachusetts.
- Energy, enthusiasm, innovative leadership.
- Flexibility in dealing with staff, volunteers and committees...balancing the needs of the individual and the needs of the organization.
- Ability to encourage and collaborate with individuals who have an array of perspectives, opinions, ideas and advice.

APPLICATION PROCESS:

Compensation: Based on qualifications and experience.

Deadline to Apply: Review of applications will begin March 1, 2010
Position to remain open until filled.

Application Procedure: Email cover letter, resume, **including a statement addressing the qualifications and desired attributes**, references and compensation history to HR@capecod.edu Please direct all inquiries to HR@capecod.edu

PLEASE NOTE: This person will be an employee of Cape Cod Community College Educational Foundation, Inc. and not an employee of Cape Cod Community College or the Commonwealth of Massachusetts.

Please visit www.ccccfoundation.org for information about the Foundation. Visit www.capecod.edu for information about Cape Cod Community College.

Appointment subject to SORI Background Check (Sexual Offender Registry Information).

The Cape Cod Community College Educational Foundation, Inc. is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, creed, marital status, veteran status or disability status. We welcome applications from individuals who will enrich and contribute to the cultural and ethnic diversity of the Cape Cod Community College Educational Foundation.