

# Employment Opportunities

## Executive Director, Monterey Peninsula College Foundation

**APPLICATION DEADLINE** Position is open until filled; however, to ensure consideration applications should be received no later than noon, November 30, 2009. Monterey Peninsula College Foundation reserves the right to close or continue the recruitment at any time.

### JOB SUMMARY

Focus the efforts and provide leadership to Foundation staff, directors, and volunteers on achieving the mission of the Monterey Peninsula College Foundation:

*To advance the educational experience of students and faculty of Monterey Peninsula College by raising funds for student scholarships, instructional and library materials, faculty awards, facilities improvement and academic programs. The Foundation encourages lifelong learning and the concept that education is the means by which people may reach their full potential.*

Develop programs and strategies to identify, cultivate, track, and solicit community and corporate friends, alumni, and parents of alumni of MPC for significant gifts to fund identified operational, campaign, and institutional priorities.

### MAJOR RESPONSIBILITIES

#### Fundraising

- Identify, cultivate and personally solicit major gifts prospects; working with administrators, faculty, and Foundation volunteers, recommend and implement cultivation and solicitation strategies of individual prospects, including planned giving opportunities; meet with prospects and volunteers, traveling as necessary; provide information on college alumni, parents, and friends to qualify interest and giving potential.
- Cultivate corporate and foundation prospects and present appropriate proposals to them; research and develop grant proposals that meet Foundation and college needs.
- Write or collaborate with the President's Office in drafting proposals, newsletters, brochures, pamphlets, and other materials as necessary; assist with publicity arrangements on important gifts, programs, accomplishments, and events.
- Recruit and train Board members and volunteers in successful fundraising strategies that result in increasing support for MPC and the Foundation; ensure that the talents of the Board members are fully utilized to meet fund raising and Foundation mission objectives; promote both continuity and renewal on the Board.

#### Finances

- Develop and monitor the MPC Foundation budget; oversee management of finances, including stewardship of scholarships and private donations, supervise staff, and ensure maintenance of accurate financial records
- Maintain general knowledge of tax law pertinent to tax-exempt organizations and investment strategies applicable to college foundations

#### Administration

- Maintain a close working relationship with the President's Office as well as the connection between Foundation and institutional goals
- Supervise office staff and provide effective office management
- Design and implement programs that enrich the educational experience of students, faculty and staff and link these to the greater community
- In consultation with the Board of Directors, develop annual performance objectives to guide on-going program improvement

### QUALIFICATIONS

**Education** A bachelor's degree is required.

#### Desired Experience

- Training from the Council for Advancement and Support of Education (CASE) or similar organization
- A minimum of five years of successful fund raising experience, including annual giving and major gifts
- Experience in raising funds from individuals as well as corporations and foundations
- Demonstrated success in effective volunteer management
- Demonstrated expertise in personnel management, strategic planning, fiscal planning and accountability, program planning and implementation, and information systems and implementations

The ideal Executive Director will be an energetic and knowledgeable leader, sensitive to the needs and expectations of a diverse and dynamic college community, and capable of organizing, implementing, and directly participating in a comprehensive fund raising program with a high degree of professionalism and integrity.

**For more information and required application please visit [www.mpc.edu/foundation](http://www.mpc.edu/foundation)**