

NORTH COUNTRY COMMUNITY COLLEGE
23 Santanoni Avenue
Saranac Lake, New York 12983

POSITION DESCRIPTION
NCCC Foundation and Development Director

Job Title:	NCCC Foundation and Development Director
Job Status:	Full-time (Management Confidential)
Department:	NCCC Foundation
Immediate Supervisor:	NCCC College President
Supervises:	NCCC Foundation Accountant (part time position)

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small providing opportunities for individualized instruction and focused academic advisement for each student.

The North Country Community College Foundation is dedicated to helping the College maintain and enhance the quality educational experiences offered to students and the community by providing financial and resource assistance.

General Job Description:

The North Country Community College Foundation and Development Director is the Chief Development Officer for all philanthropic activity at North Country Community College and, as such, works with the North Country Community College Foundation Board of Directors, the North Country Community College Board of Trustees, the College President and other appropriate organizations and college departments to coordinate and enhance the educational and philanthropic resources of the College. The role and responsibilities include cultivating and soliciting both internal and external individual donors, corporate donors, researching and writing foundation proposals and foundation grants, developing, and managing fund-raising initiatives, alumni engagement and programming and special events.

The North Country Community College Foundation and Development Director is a full-time, 12-month management confidential position.

Major Duties and Responsibilities:

1. Plan, develop and implement North Country Community College's annual, major capital, and planned giving programs, events, and fundraising initiatives in cooperation with the Foundation Board and the College.
2. Be the catalyst for the development and implementation of the Foundation's strategic plans and goals for fund raising, alumni engagement and community

outreach that are aligned with the College's mission, vision, goals, and strategic and long-range plans.

3. Engage, encourage, and support member of the Foundation Board, the Board of Trustees, the College President and other fund-raising volunteers and staff to identify, cultivate and solicit charitable gifts.
4. Continually update, improve, and manage donor database and information tracking processes for recognition, on-going communication, and stewardship of past and current donors to deepen their relationships with the College.
5. Travel for donor meetings, community events and campus visits as required in connection with performing the essential functions of this position.
6. Perform all administrative duties including the Foundation's student scholarship program, real estate holdings and representing the Foundation on college committees and working groups, as well as other appropriate duties including reports for regulatory bodies.
7. Manage records of all gifts, supervise the Foundation's staff, oversee the Foundation's business, and work with and review the reports of auditors.
8. Manage the Foundation's annual budget and work with the College's Business and Financial Aid offices and the faculty to coordinate the distribution of scholarship funds and other grants.
9. Meet with the Foundation's portfolio manager and document all directives regarding the management of the Foundation's investments.
10. Provide regular and detailed reports to the College President, the Foundation Board, and the Board of Trustees regarding the status of Foundation operations and initiatives.

Minimum Qualifications:

1. **Education:** Bachelor's Degree or higher is required; Master's degree is preferred.
2. **Experience:** Background working in organizations needing philanthropic support to fulfill their mission. Fundraising and development focus in a non-profit setting preferred.

Key Competencies:

1. Advanced and effective oral and written communication skills with ability to attend to detail.
2. Strong interpersonal skills with the ability to develop relationships internally and externally to promote NCCC, its Foundation and secure donations.
3. Ability to make presentations and develop written, printed, and electronic communications.

4. Facility with Microsoft programs, database management, and other software to support the Foundation's operations and efforts.
5. Preparation of budgets and related reports and ability to seamlessly work with Foundation's accountant and College's business office.

This position description was updated July 6, 2021