

Carroll Community College
Associate Executive Director of Institutional Advancement &
College Foundation

SALARY	\$2,900.96 - \$3,916.31 Biweekly \$75,425.00 - \$101,824.00 Annually	LOCATION	Westminster, MD
JOB TYPE	Full-Time - Professional	JOB NUMBER	FY24-00032
DIVISION	President's Office	DEPARTMENT	Institutional Advancement
OPENING DATE	04/04/2024	CLOSING DATE	4/25/2024 11:59 PM Eastern
FLSA STATUS	Exempt	SALARY DETAILS	This position will be placed on the College 12-month Exempt Staff salary scale at grade 110. Actual salary placement based on qualifications and experience. Position includes an excellent fringe benefit package.

Job Summary

This position will collaborate with the Executive Director to fully grasp the Foundation's operation as part of succession planning. It is responsible for providing leadership in planning, developing, and implementing comprehensive fundraising programs. This position cultivates, solicits, and stewards complex major gifts and relationships with major donors. Must possess the knowledge and skills related to working with donors regarding estate or legacy gifts and the legalities and appropriateness for donors to achieve their philanthropic aspirations. This often includes working with financial planners, estate attorneys, and accountants to design a philanthropic gift plan that provides tax benefit and fulfills the desires of the donor. Responsible for prospect identification, interpretation of often complex prospect research to ensure maximized saturation of the target market, cultivation of prospective donors with substantial capacity, strategic relationship management and fundraising activities. This position reports to the Executive Director, Institutional Advancement & College Foundation.

Essential Job Functions

- Work closely with the Executive Director to develop a thorough understanding of all facets of the office of Institutional Advancement and the College Foundation. Acts as department lead in absence of Executive Director.
- Maintain a portfolio of 100-120 existing donors. Grow this portfolio through increased donor engagement as well as expanded new prospect development. Responsible for prospect identification, research, cultivation, and stewardship of donors.
- Assume responsibility of the advancement services area: database, audit, scholarship administration with guidance from the Executive Director. Provides leadership in optimizing the use of and overseeing technology systems (Raiser's Edge, NextGen, ResearchPoint, etc.). Ensures all internal controls and audit standards are met to receive exemplary audit results.
- Serve as staff lead on major and planned giving programs. Direct the ongoing success of the Charitable Gift Annuities Program.

- Develop strategies, work with Executive Director on matters related to strategies/implementation for Foundations.
- Provide support for all alumni and annual giving functions. Provide general support and participate in Foundation events focusing on strategic activities with donors to be embedded into each event. Responsible for developing a personal portfolio of leadership annual givers (President's Society). All of the above in collaboration with the Director of Annual Giving.
- Oversee implementation and strategic evaluation of use of donor database. Extrapolate donor data to include wealth screenings in plans for donor relationship building.
- Assist the Executive Director in developing budget and strategic fundraising goals. Engage in collaboration across all internal constituencies to gain a rich understanding of the decision-making process for funding requests.
- Under the direction and support of the Executive Director, participate on all Board Committees. Lead the Planned Giving Advisory Council. Offer insights and recommendations related to the addition of new Board Members.
- Assist the Executive Director with the development of business-related policies and guidelines. Assists in implementing approved actions items.
- Attends various organizational meetings and serves on assigned committees.
- Perform other duties as assigned.

Minimum Requirements to Perform Work

- Bachelor's degree. At least seven years of relevant experience to include fiscal and investment management, staff supervision, and complex project management.
- Personal knowledge of community college environment and Carroll County a plus.
- Superior communications skills and high degree of initiative and creativity.
- Ability to interact effectively with Board members, CEOs, corporate officials and volunteers, community members, and College staff.
- Knowledge of state, federal, and IRS laws and regulations related to giving and donations.
- Demonstrated knowledge of endowment and investment management, balance sheet and cash flow.
- Demonstrate ability to maintain strict confidentiality
- Proficiency in Microsoft Office Suite/Teams/database experience
- Available to work some evenings or weekends.

Preferred:

- Master's Degree
- CFRE (Certified Fund Raising Executive)
- Prior supervisory experience in a non-profit environment
- Database experience in Raiser's Edge or comparable

Supplemental Information

This position will be placed on the College 12-month Exempt Staff salary scale at grade 110. Actual salary placement based on qualifications and experience. Position includes an excellent fringe benefit package.

PHYSICAL DEMANDS:

The work is normally light work which requires exerting up to ten pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required:

- Hear/talk/communicate – Must be able to exchange information and communicate
- Visual Acuity/ability to perceive or detect surroundings
- Mental acuity – Able to focus, concentrate, understand, and convey subject matter
- Repetitive motion (i.e., keyboarding)
- Stand/sit/walk/able to move or traverse from one area to another

WORK ENVIRONMENT:

College campus, direct contact with diverse students, staff, faculty and the general public in classrooms, common areas, offices, and campus environments. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office, meeting, and training rooms. Use of safe workplace practices with office equipment; computers for data entry and word processing with some highly technical applications and new technology systems; acquiring funds; avoidance of trips and falls; observance of fire and building safety regulations; observance of College policies; and observance of traffic laws when driving College vehicles.

Carroll Community College has the right to revise this position description at any time, and this position description does not represent in any way a contract of employment.

TO QUALIFY FOR EMPLOYMENT, SELECTED CANDIDATES MUST:

- successfully complete a criminal background check (for designated positions)
- be able to work on campus as of the first day of employment
- be a resident of DE, MD, PA, VA, WV or DC as of the first day of employment
- be currently authorized to work in the US, as the College does not offer Visa sponsorships

Carroll Community College is committed to creating a diverse, equitable and inclusive environment. Carroll Community College is committed to Equal Opportunity Employment.

Agency

Carroll Community College

Address

1601 Washington Road

Westminster, Maryland, 21157

Phone

410-386-8030

Website

<https://www.carrollcc.edu/about/jobs/>

Associate Executive Director of Institutional Advancement & College Foundation Supplemental Questionnaire

***QUESTION 1**

Please select the highest level of education you have completed. (Education details must be included in your application.)

- High School diploma or equivalent (GED)
- Technical or Occupational Certificate
- Associate Degree
- Some College Coursework Completed
- Bachelor's Degree
- Master's Degree
- Doctorate
- None of the above

***QUESTION 2**

Please check the specific functions below with which you have work experience. You may select more than one.

- Supervision
- Fiscal/investment management
- Project management
- I do not have work experience in these functions

***QUESTION 3**

Please select your experience related to Raiser's Edge or similar fundraising software. You may select more than one answer.

- I have used Raiser's Edge
- I have not used Raiser's Edge but have used other fundraising software
- I have not used any fundraising software

***QUESTION 4**

How many years of experience do you have related to this position, including project management, staff supervision, fiscal management, and investment management?

- Less than one year
- Between one-three years
- Between three-five years
- More than five but less than seven years
- I have seven or more years' experience
- I have no experience

***QUESTION 5**

Are you a CRFE (Certified Fund Raising Executive)?

- Yes
- No

***QUESTION 6**

Do you have any non-profit supervision experience?

- Yes
- No

*** Required Question**