



# Staff Job Description

DATE	POSITION #	POSITION TITLE
4/26/2019	FA9915	Foundation Director

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
FAA Division	Foundation	Admin I	FA9824

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: AFT	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> ____ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
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**JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

This position serves as Director of the LCC Foundation by functioning as the liaison and support to the Foundation Board of Directors. The Director is responsible for developing a comprehensive fundraising plan in collaboration with the President, Executive Leadership Team (ELT), and the Foundation Board of Directors. This position plans, organizes, and directs all fundraising private sector resource development that supports the major initiatives of the college.

**DIRECT REPORTS:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

- FA9711 – Development Coordinator
- FS9827 – Scholarship Program Coordinator
- FS9895 – Database Specialist
- PS9774 – Scholarship & Ops Support
- SLI027 – Student Intern – Foundation
- SSFNDN – PT Student: Foundation

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
25	1	Serves as the liaison and support to the Foundation Board of Directors by providing resource development expertise to the College and the Board of Directors. Links the College’s mission, goals, values, and key priorities to the work of the Foundation. Assures compliance of the Foundation and its

%	NO.	Essential Duties and Responsibilities
		activities with all policies, procedures, regulations, laws and bylaws that govern the foundation. Leads in the development of a comprehensive communications and marketing plan that addresses brand awareness of the Foundation and the critical funding initiatives of the college. Leads the development of a system of communication between the college and foundation that is seamless and transparent.
25	2	Develops, implements and personally engages in the comprehensive resource development plan based on the goals of the college. Takes responsibility for meeting with prospective donors, developing a comprehensive list of prospective donors which will enhance major gift giving, planned giving donors, targeted campaigns, annual fund increases and portfolio growth.
25	3	Develops annual budget for the Foundation Board approval and prepares an annual report to the Board. Additionally, develops Foundation operational budget, including procurement of unrestricted funding to support operations. Manages the Foundation's programs, administration, finance and budget and human resources to include hiring and supervision of staff. Responsible for management of Foundation scholarship program including policies, standards, communications, etc. Directs the Alumni office individual alumni membership and fundraising activities. Timely completion of performance reviews.
20	4	Serves in an external relations role for the college, including management of special events, hosting events and programs, management of activities to link college programs and faculty with the community. Directs all fundraising campaigns for capital projects, academic programs and college departments, scholarships, targeted campaigns and annual giving.
5	5	Responsible for identification, research, cultivation and solicitation of individuals, foundations and organizations for financial support. Manages individual donor and recipient relationships.

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

**KNOWLEDGE:**

- Knowledge of critical issues regarding resource development.
- Knowledge of emerging technologies that support fundraising and resource development.
- Knowledge of essential management and leadership skills needed for the oversight of an innovative resource development program.

**COMMUNICATION/INFLUENCE:**

- Strong interpersonal skills to deal effectively with College faculty and staff, community members, and individuals from outside agencies.
- Ability to build collaborative relationships and partnerships with internal and external stakeholders.
- Strong communication skills including the ability to write and speak persuasively about the College.
- Ability to facilitate participatory decision making and planning. Ability to clarify complex and difficult ideas and plans for a variety of groups.
- Ability to facilitate complex communication between and among diverse groups with diverse interests and goals.

**PROBLEM SOLVING:**

- Ability to use good judgement in handling sensitive, political or difficult situations.
- Ability to research, analyze, create, and improve systems.
- Ability to apply knowledge and data appropriately to find solutions and best alternatives.

**LEADERSHIP:**

- Ability to foster team building and cooperation between college leadership, staff, the Foundation Board of Directors and the community.



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- Strong planning, organizing, budgeting and managing skills.
- Ability to work independently in a complex environment.
- Ability to facilitate using principals of objectivity and neutrality while balancing differences.
- Ability to maintain confidentiality.
- Strong organizational and time-management skills.
- Ability to work under pressure, meeting deadlines and funding goals.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

**Required**

- Bachelor’s degree
- Demonstrated supervision of professional level staff with leadership, management, and administrative skills that motivate and build support staff competencies.
- Demonstrated experience raising funds, soliciting for major gifts, and developing and overseeing an annual fundraising plan.
- Experience in budget development and management.
- Ability to work evenings and weekends, and occasional travel

**Preferred**

- Master’s degree
- Grant making experience
- Certified Fund Raising Executive certification

**PHYSICAL AND MENTAL REQUIREMENTS:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

**WORK ENVIRONMENT:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

## SIGNATURES

**Supervisor's Name:** Toni Glasscoe      **Supervisor's Signature:** *Toni Hughes Glasscoe*      **Date:** 5/14/19

**Dean/ELT's Name:** Toni Glasscoe      **Dean/ELT's Signature:** *Toni Hughes Glasscoe*      **Date:** 5/14/19

**HR Rep:** Sydney Glasscoe      **HR Rep Signature:** *Sydney Glasscoe*      **Date:** 5/14/19



## Staff Job Description

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9915

**Date:** 4/26/2019

**Supervisor's Position #:** FA9824

### Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

### Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

### Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

#### Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

#### Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises