



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY

Foundation Director

POSITION: Muskegon Community College is seeking qualified candidates for the position of Foundation Director.

RESPONSIBILITIES: The Foundation Director will be responsible for Muskegon Community College's fund-raising programs. The Director will work closely with the College Advancement Team, the Foundation's Board of Directors and MCC's Alumni Association.

QUALIFICATIONS: Bachelor's degree in business administration or related field. Demonstrated experience with fund-raising and matters relating to philanthropy; ability to assess potential gifts to the foundation and college, solicit gifts, and professionally represent the foundation and college. Knowledge of resource development strategies and local philanthropic organizations. Strong interpersonal skills; ability to speak to large and small groups and work with diverse groups of people. Excellent oral and written communication skills.

HOURS:

SALARY: Professional Staff I

EFFECTIVE DATE OF EMPLOYMENT: As soon as position is filled.

APPLICATION DEADLINE: September 8, 2009

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form must be received no later than 4:30 p.m. on the posted deadline. A résumé is not considered an application but a supplement to the application. The College does not return application materials. To receive an application packet, call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; fax to (231) 777-0601; e-mail to aaron.hilliard@muskegoncc.edu. Applications are also available on our website at www.muskegoncc.edu/hr.

ESSENTIAL FUNCTIONS:

1. Coordinate and implement fund-raising programs.
 - a. Comprehensive Major Gifts Campaigns—Coordinate work of volunteers, staff, and consultants in developing strategies, identifying and cultivating donors, developing case statements, preparing collateral materials and securing gifts to reach campaign goal.
 - b. Annual Fund Drive—Develop strategies and implement annual fund drive(s), including coordinating work of volunteers, preparing printed materials and acknowledging gifts.
 - c. Planned Giving—Expand planned giving program.
 - d. Events—Coordinate fundraising events.
2. Monitor compliance with gift acceptance and other Foundation policies and procedures.
3. Administer donor acknowledgements and donor records.
4. Execute a comprehensive program to engage alumni and strengthen relationships with alumni for all college initiatives, programs, and services.
5. Enhance and expand communications with alumni.
6. Establish and maintain positive and productive relationship with college staff. Participate, as appropriate, on college and Foundation committees.
7. Represent college and Foundation at community events and in community organizations.
8. Participate as a member of the College Advancement Team.
9. Administer affairs of the Foundation for Muskegon Community College, which includes overseeing board development and training, sending meeting notices, preparing board meeting agendas, and distributing meeting minutes.
10. Perform other duties as assigned.

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources.

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.