

DIRECTOR OF INSTITUTIONAL ADVANCEMENT SERVICES

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Lacombe Main Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before January 30, 2020. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu**

Job Summary:

The Director of Institutional Advancement Services will lead and manage the fundraising, alumni affairs, marketing, and communication efforts for Northshore Technical Community College (NTCC) and the Northshore College Enhancement Foundation (NCEF). This position reports directly to the Vice Chancellor of Strategic Initiatives & External Affairs and will be responsible for the overall development, planning and execution of the Foundation's policies, procedures and activities as set by the NCEF Board of Directors. In addition, the scope of work includes strategically promoting the College's brand, cultivating relationships, and soliciting gifts that support the overall mission of NTCC and NCEF. Additionally, the Director will work with NTCC's Administration on all external communications ensuring that the school maintains a clear and consistent voice to its stakeholders.

QUALIFICATIONS:

Bachelor's degree with 2 years of experience in Advancement, nonprofit, fundraising, or some related field required. A demonstrated track record of raising and managing funds from the business and philanthropic communities is required. Knowledge of Microsoft Office, with proficient skills in Word and Excel as well as database management. Ability to set priorities and address competing demands; Willingness to make decisions and research issues; Strong organizational and financial management skills; Professional manner; Good customer relations skills and flexibility; Ability to compose reports and correspondence; Attention to detail; Discretion in dealing with confidential information.

Preferred Qualifications:

Master's degree with a minimum of 5 years management-level experience in fundraising and resource development, capital development and/or campaigns with major gifts solicitation from foundations, corporations, businesses, and individuals; or management experience involving 501©(3)'s.

Additional Desirable Qualifications:

- Recent experience supporting and cultivating a Foundation Board
- Successful strategic planning effort with a Board including a major fundraising campaign
- Experience building, expanding, and electronically organizing a strong donor base
- Successful experience identifying and cultivating donors
- Experience working with various constituencies to understand needs and to assess methods to raise dollars in their support

RESPONSIBILITIES:

- Administers the College's Foundation (NCEF) 501c3; which includes managing the Foundation's funds, reporting requirements, year-end-reports, audits and IRS compliance.
- Leads the overall development, planning, and execution of the Foundation's policies, procedures, and activities, as set by the NCEF Board of Directors.
- Implements strategies that advance the College's goals and external relationships with key constituents.
- Conducts a comprehensive, on-going fund development program, among alumni, the community, private foundations, and corporate donors, to fund the needs of the NTCC and NCEF's operations.
- Personally solicits funds via face-to-face solicitations, writing grant proposals, implementing special events, organizing and implementing annual campaigns, and any other appropriate fund raising programs as prioritized.
- Develops methods and systems to provide for major gifts, annual campaigns, corporate giving, and other methods of support for the College.
- Initiates and develops proposals seeking unrestricted annual and restricted gifts from corporate and foundation grant-makers, while coordinating closely with College representatives.
- Ensures that the Foundation reaches annual goals and ensures the growth of various major donor categories.
- Working in partnership with the Director of Financial Aid to develop new scholarship funds and oversees effective administration and stewardship of all privately funded scholarships and donors.
- Provides staff support for the NCEF Board and committee meetings; provides all meeting materials, including written reports as necessary, and minutes for the NCEF Board and committees.
- Keeps the Foundation Board informed of all donations and key financial reports; ensures that the talents of the Board members are fully applied to meet fund-raising and organizational objectives.
- Maintains the Foundation's database, including donor and prospect information.
- Assists with the Foundation-based publication, The NaviGATOR, including fundraising, designing, and editing.
- Develops and implements long-range plans and direction for the Foundation; evaluates the success of development programs on an annual basis; and, as appropriate, provides recommendations to improve effectiveness of all development efforts.
- Develops and implements a plan to support the Alumni Association of Northshore Technical Community College and its annual events and goals.
- Works closely with faculty, staff, and administration to organize, plan, and implement the annual Internal Giving Campaign.

- Attends NTCC events, as appropriate; attends community meetings/events to represent the Foundation and/or College and advance relationships with external partners, organizations, and constituencies.
- Organize and manages various College events held on campus and in the community to promote the College and engage internal/external constituencies.
- Serves on College committees and attends College/LCTCS meetings, as assigned.
- Supervise all NCEF Board Members and volunteers.
- Perform additional duties as assigned by the Vice Chancellor of Strategic Initiatives.

SPECIAL SKILLS AND ABILITIES:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.

Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships.

Excellent customer service skills. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.) 3. Software Used: A variety of word processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must

frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS: Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.