Northeastern Oklahoma A&M College

Executive Director development Foundation

**Department:** Foundation **Job Status:** Full Time

**FLSA Status:** Non-Exempt **Reports to:** College President

**Grade/Level:** **Travel Required:** Some Travel Required

**Work Schedule:** 40 hour week **Positions Supervised:**

Alumni Coordinator, Coordinator Economic

Development

**POSITION SUMMARY**

Provides long-range strategic leadership and day-to-day administration of the Northeastern Oklahoma A&M College Foundation. Responsible for planning, organizing, directing aggressive and comprehensive annual fund raising campaigns reaching all sectors of the NEO community; for pursuing fund raising strategies, such as planned giving, that enhance the long-term financial health of the foundation; for the recognition of donors; and for coordinating the distribution of foundation funds through student scholarships, faculty grants, and other means, to advance the quality of the college’s academic programs. Reports to the College President; and works in collaboration with the Foundation Board of Directors, and other departments within the college.

**Responsibilities:**

* Manage a portfolio of major gift prospects/donors, including individuals, foundations, and corporations
* Cultivate and secure private gifts in support of the NEO A&M College
* Work with administrators to identify, develop, and implement appropriate fundraising strategies to address College priorities
* Develop written gift proposals, gift agreements, and stewardship reports
* Help develop and meet established fundraising goals and prospect contact objectives and be directly accountable for those goals to the College President
* Work with volunteers including NEO Foundation Board members and NEO A&M College Administration, to promote support for NEO A&M College and the NEO Foundation
* Support and participate in college and campaign special events
* Participate in regular development office, and Presidents cabinet meetings
* Engage in the Miami community
* Perform other duties as assigned
* Evening and weekend commitments and the ability to travel are required

**Minimum Qualifications:**

• Bachelor’s degree

• 3 to 5 years of professional fundraising experience or closely related experience, preferably in higher

education

• Demonstrated ability to work in a team structure

**Preferred Qualifications:**

• Knowledge of fundraising principles

• Proven record of success in annual fund and major gift solicitation

• Highly developed verbal and written communication skills and the ability to present effectively to

small and large groups

• Experience in managing multiple complex fundraising initiatives involving a diverse set of goals and

priorities related to campus-wide initiatives

• Experience working with volunteers, faculty, staff, and students

• Exceptional interpersonal skills and be able to interact with academic leadership, faculty, prospects,

donors, and volunteers in a wide range of roles

• Knowledge and demonstrated competency utilizing personal and business computing technology

(Microsoft Office, Blackbaud – Raiser’s Edge database software, QuickBooks accounting software etc.)

• Experience in securing major gifts and grants from individuals, corporations, foundations, and other

private funding sources

• Ability to exercise good judgment, to demonstrate an understanding of ethics related to development

activities, and to use discretion in interactions with donors, prospects, volunteers, and others

• Willingness to adhere to the NEO Foundation’s core values

• Knowledge, understanding, and acceptance of cultural differences and diversity within the campus and

community

**Compensation and Benefits**

Salary is commensurate with experience and qualifications. A generous benefits package includes paid time off, health, dental insurance, life insurance, disability insurance and contribution to a retirement plan.