

DIRECTOR OF INSTITUTIONAL ADVANCEMENT
EXECUTIVE DIRECTOR OF THE FOUNDATION AT MCCC

The Director of Institutional Advancement, Executive Director of The Foundation at MCCC is responsible to the President of the College for the management of the Institutional Advancement Office and The Foundation at MCCC.

Institutional Advancement

1. Developing, managing, and evaluating the public and community relations programs of the District. This will include recommending and initiating the participation in activities to enhance the College's image, both internally and externally.
2. Under the direction of the President, developing, implementing, and evaluating a program of legislative relations on the local and state levels. Serve as a legislative liaison when appropriate.
3. Assisting the President on special assignments, providing leadership for projects emanating from the President's Office. Representing the College and the President, when appropriate, at various community and state events and special committees.
4. Serving as the College spokesperson with local and state media representatives.
5. Attending meetings of the Board of Trustees, assisting the media in accurately reporting the content of the meetings, and prepare a digest for distribution to the College community. Assisting the President, as appropriate, in matters and projects pertinent to the activities of the Board of Trustees.
6. Planning, organizing, supervising, coordination, and evaluating the work of the Institutional Advancement Office including Marketing and Public Information, Development including the MCCC Foundation, Alumni Relations, Internal Communication, MCCC Web Site, and Copy Center Operations.
7. Planning, organizing, and evaluation of the marketing and public information programs for the College.
8. Planning and preparation of the Institutional Advancement budget.
9. Coordination of the new employee orientation program and the Employee Recognition Program.
10. Management of the MCCC Web site.
11. Supervise and assist in the coordination of the MCCC Alumni Association.
12. Coordination of special events as necessary or directed by the President.
13. Serve as the College's development officer.

14. Perform such other duties as may be assigned by the President.

Executive Director of The Foundation at Monroe County Community College

Under the direction of the President of the College, the Executive Director of The Foundation at Monroe County Community College shall provide leadership, technical expertise, and coordination to the Foundation in its efforts to develop resources for the College. These duties shall include:

1. Managing the daily operations of the Foundation
 - Serving as an ex-officio member of the Foundation Board and staff to all subcommittees
 - Maintaining the Foundation data base
 - Coordinating Foundation activities in conjunction with the Foundation President, Executive Committee, and Foundation Board
 - Communicating with the Foundation Board information necessary for the Foundation Board to carry out its responsibilities
 - Maintaining procedures for the creation and management of scholarships and awards
 - Developing the annual budget
 - Insuring compliance with all local, state, and federal reporting requirements
 - Maintaining and managing Foundation general and restricted funds in accordance with Foundation Financial Policies
 - Monitoring the performance of the Foundation's investment manager
 - Insuring that the Foundation adheres to agreements with donors
 - Developing promotional materials and reports
2. Facilitating Fund Raising Efforts
 - Developing strategies to optimize the College's ability to attract gifts from individuals, corporations, and foundations
 - Serving as a resource regarding the College and fund raising techniques
 - Working with donors to establish criteria for restricted gifts
 - Coordinating fund raising programs
3. Perform other duties as may be assigned.