

Alamo Colleges District Executive Director of Institutional Advancement Alamo Colleges Foundation

The Alamo Colleges District serves the Bexar County community through programs and services that help students succeed in acquiring the knowledge and skills needed in today's world. Students are taught by highly qualified faculty with Master's and Doctorate degrees dedicated to creating a learning-centered environment. Student services include counseling, computer labs, tutoring, financial services, services for the disabled, developmental instruction, veteran's services, and job placement.

The five colleges — San Antonio (est. 1925), St. Philip's (est. 1898), Palo Alto (est. 1985), Northeast Lakeview (est. 2007), and Northwest Vista (est. 1995) — offer associate degrees, certificates and licensures in occupational programs that prepare students for jobs, as well as arts and science courses that transfer to four-year colleges and universities and lead to AA and AS degrees.

The Alamo Colleges Foundation is seeking an Executive Director of Institutional Advancement. The Foundation works to increase donation dollars for scholarships and programs. Our mission is to strengthen the Alamo Colleges District's capacity to empower for success the diverse communities served by each of the five Colleges.

Job Summary:

The Executive Director position plans, implements, manages and oversees private resource development for the Alamo Colleges Foundation. This individual will proactively engage in key fundraising and participate in the community as an involved and visible community partner, as well as provide leadership within the Foundation. This position will be a member of the leadership team and active participant in making key decisions affecting the Foundation's strategy and capacity. This position reports to the Chancellor of the Alamo Colleges and the Foundation's Board Chair.

The Executive Director will help design and implement a comprehensive plan for developing external alliances by cultivating individual and philanthropic support. This is an opportunity for a strong leader with proven administration skills to develop a high-performing development team and establish an infrastructure that emphasizes donor cultivation and stewardship. The successful candidate will forge and deepen internal and external relationships to create and build fund development efforts through strategies and supportive activities. We anticipate a concentrated focus in greater Bexar County.

Essential Job Functions:

1. Management and Leadership

- Provides leadership within the Foundation office and develops goals and metrics to measure the progress of the Foundation office.
- Provides staff support for the success of the Foundation's Board of Directors, including the running of its meetings and activities to raise private gifts.
- Creates a results-driven culture; establishes and sets clear goals and expectations of employees and holds self and them accountable for results.
- Leads and manages the organization's overall development efforts to raise needed funding for scholarships.
- Actively participates in leadership team strategy and decisions.
- Enhances the success of foundation and college-based fundraising by creating and implementing an effective operational strategy, inclusive of developing a high-performing and effective team of employees.

2. Fund Development

- Provides leadership for annual, employee, major gift, endowment, planned giving, and capital programs designed to raise funds from individuals, businesses and foundations.
- Coordinates District and college-based fundraising efforts to effectively achieve the mission, by developing a comprehensive plan addressing funding priorities, prospect identification, cultivation, solicitation, and stewardship activities.
- Effectively creates and nurtures long-term relationships that are crucial to future success.
- Encourages best practices for fund raising in the Foundation and the college-based fundraising efforts.
- Ensures the provision of timely and accurate gift and financial information
- Cultivates and grows a robust major gift portfolio
- Ensures compliance with all State and Federal regulations relevant to fundraising practices, public funds, financial reporting, governance, and operation of a large nonprofit foundation.
- Provides staff support for the investment of the Foundation's assets and the management of the endowment, with the goal of steadily growing resources available for scholarships, academics programs, and other initiatives.
- Oversees the Foundation's system to administer scholarships
- Completes other tasks, as needed

Desired Qualifications and Characteristics:

- Extensive knowledge of fundraising principles and best practices for higher education and similar educational institutions.
- Skill in strategizing, organizing and leading a team to achieve results
- The skill and willingness to develop relationships and key alliances in the San Antonio community and within the Alamo Colleges and its Board of Trustees, with current and

prospective donors and other community leaders, philanthropic individuals, foundations, corporations, and organizations.

- Proven ability to secure major gifts and achieve fund development goals
- Demonstrates excellence in verbal and written communication skills
- Must maintain confidentiality and ethics

Minimum Requirements

- Bachelor's degree or a combination of relevant experience, education and training equating to the required degree. Master's degree preferred.
- Must have 5+ years of successful fund development experience. Fundraising results in higher education preferred.

Supervision of 2-5 employees

Benefits/Compensation:

A very competitive compensation package will be offered for this position based upon the successful candidate's education, skills, and experience.

Instructions for Application:

To apply, please visit the Alamo Colleges District website at www.alamo.edu/jobs and under "Staff Jobs" search for requisition "4226." Please include a résumé, letter of interest and a list of three references. For information call Human Resources at 210-485-0233.

The date after which applications are not guaranteed a review is 4/9/2018.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, without prior consent, nor will reference contacts be made until mutual interest has been established.

This is a Lee + Associates Assisted Search

Alamo Colleges is committed to provide equal employment and educational opportunities for all qualified persons without regard to race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, transgender status, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency.