



## **Job Announcement ~ Director of the CLTCC Foundation (Part-Time)**

### **SUMMARY:**

The primary function of the part-time Director of the CLTCC Foundation will be to establish a college foundation, build internal and external relationships, create and implement a comprehensive corporate and foundation relations fundraising strategy, and identify, cultivate, solicit, and secure resources from private and corporate entities. Position will require working with college leadership as it engages with business, industry, private foundations and civic partners. The position requires emphasis on building local, regional, and state relationships in resource development and institutional advancement to support Workforce Development. This position may work up to 28 hours a week.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Working with the Chancellor, this position will maintain a portfolio of existing active relationships with business, industry, private foundations and civic partners. This position will continually expand the number of corporate and foundation prospects, with a emphasis on local, and regional partners.
- The creation of a new college foundation including prospecting for charter foundation board members.
- The position will research, identify, and prioritize potential sources of funding from private and corporate partners.
- The position will develop and manage strategies for internal and external giving.

### **KNOWLEDGE OF:**

- The candidate should have success in securing either corporate, public, private, foundation resources through organized solicitation, fund raising campaigns or grants authoring.
- Proven track record of an established network and/or the ability to establish and expand a network of resource partners and understand the relationship between resource development and workforce development.
- He/she should be able to demonstrate successful experience and effectiveness in relationship building, solicitation, and stewardship.
- The candidate must possess excellent verbal and written communication and interpersonal and organizational skills; have strong attention to detail; be goal and results-oriented; self-motivated; and possess the ability to make independent decisions.
- He/she must be a collaborative and team-oriented individual; demonstrate sound judgment when dealing with a wide range of relationships and situations; possess the ability to maintain enthusiasm for hard work, changing priorities, and multiple deadlines; and have the ability to interact well with a diverse community of faculty, students, and constituents.

## **MINIMUM QUALIFICATIONS:**

- The successful candidate must possess a Bachelor's or Master's degree (preferred) from an accredited four-year college or university in Nonprofit Management, General Management, Public Administration, Business Administration or a related field
- Candidate must have a minimum five years experience in higher education, foundation, or related field.
- The candidate should have proven success in securing corporate and resources through either solicitation, grants, or prospect management.
- The successful candidate must possess excellent verbal and written communication skills, social media, and Microsoft Office experience.
- The successful candidate should demonstrate commitment to CLTCC's core values of Service to Community and Diversity and Inclusivity.

*Central Louisiana 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: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation 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.*

**Submit cover letter and resume' to:**

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**Position remains open until filled.**