

Foundation Executive Director

South Central College Faribault Campus Foundation, a non-profit organization, is seeking a self-motivated, people-oriented, experienced professional to fill the position of Executive Director. This is a part-time position (35 hours/week) responsible to the Foundation Board of Directors for the implementation of all Foundation activities.

Responsibilities:

- Organize and execute annual fund drive and fundraising events
- Cultivate Foundation donors and friends
- Manage annual budget and planning process
- Manage all financials including bi-weekly A/P, A/R, bi-monthly financial reports, federal & state quarterly reports, annual audit
- Manage scholarship awards process
- Coordinate board membership and community volunteers and provide training to all volunteers
- Work with members of South Central College's Executive Leadership, Management Team and faculty and staff to fulfill the Foundation's role in providing scholarships and program support for SCC's Faribault Campus

Qualifications:

- Post-secondary degree in relevant field
- Minimum of 3 years experience in non-profits, fundraising, higher education or related fields
- Experience with Microsoft Word, Excel, Outlook and QuickBooks
- Excellent interpersonal and communication skills and the ability to direct volunteers
- Proficient in multi-tasking and strong organizational skills
- Knowledge of donor management software and specialized development education is preferred

Competitive salary with benefits including flexible schedule, paid time off (PTO) and employer contribution toward health and retirement.

Send cover letter and resume by April 3, 2020, to:

ATTN: Search Committee

South Central College Faribault Campus Foundation

1225 SW 3rd St.

Faribault, MN 55021

Or electronically to: FdnExecSearch@southcentral.edu

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