



Example of Foundation Executive Director Job Description

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Our growing company is looking for a foundation executive director. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for foundation executive director

- Demonstrated success in fund development
- Capacity to clearly and passionately articulate the FWGBD mission
- Design and implement comprehensive strategies to achieve sustained fundraising growth
- Establish an annual work plan with clear staff job responsibilities and expectations
- Serve on the President's extended leadership team, and on other University committees, as appropriate
- Develop and execute a clear strategic plan to fulfill the mission and vision of the Foundation
- Develop strategic events to enhance the relationship between the University and the Foundation
- Serve as a principal liaison between the Foundation, the President and University leadership
- Engage actively with the Foundation, the University Vice President of Advancement, and University stakeholders, including current and future donors, the alumni community, and present, future, and former Foundation board members
- Develop excellent working relationships with the University's deans and their respective development teams

Qualifications for foundation executive director

- Learn to interpret rules, regulations, and policies on Foundation and other programs
- Learn to interpret, apply and explain rules, regulations, policies and procedures
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees
- Bachelor's degree from an accredited four-year college or university or equivalent