BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Director of the Bergen Community College Foundation

DEPARTMENT: Bergen Community College Foundation

FUNCTION: Manages and oversees all BCC Foundation Board operations including board development, annual development strategies, special events, annual alumni relations strategic plans, accounting and financial reports, annual audit, various IRS filings, and oversight of investment portfolio management. Staffs committees, schedules meetings, and records and disseminates minutes.

REPORTS TO: President

SUPERVISES: Managing Director of Alumni Affairs, Gifts Coordinator, Development Coordinator, Accountant and Administrative Assistant

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Heads up all BCC Foundation Board operations including board development, annual development strategies, special events, and annual alumni relations’ strategic plans.
2. Staffs committees, schedules meetings, and records and disseminates minutes.
3. Interfaces with internal and external constituencies to acquire funding for the College and its students; develops and implements customized relationship building strategies.
4. Oversees the development and use of all BCC Foundation-related written materials including solicitation letters, forms, brochures, and annual and outcome reports.
5. Maintains up to date BCC Foundation’s web pages.
6. Manages the donor database system and its administration, upgrades and rules.
7. Directs the BCC Foundation’s fund accounting, audit process, investment portfolio management as directed, pension administration and ensures timely filings of all pertinent documents/reports.
8. In collaboration with the Executive Team, establishes, manages and assesses the goals and outcomes for the BCC Foundation.
9. Oversees the college’s alumni affairs activity.
10. Serves as a member of the President's Executive Team, the Management Team and other administrative committees as assigned.
11. Develops a set of core outcomes for division and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the President and the Vice President of Institutional Effectiveness, fully engaging with the College’s Outcomes Assessment Program.
12. Prepares, track, monitors and adheres to an annual budget.
13. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
14. Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
15. Performs additional tasks or duties as assigned by the President or other designated management.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Bachelor’s Degree required

**Experience:** Minimum of 10 years of progressive leadership experience in non-profit entities including development and community related initiatives.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
President

Approved by: _____________________ Date: ____________
President

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Member
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME
WITH OR WITHOUT NOTICE