

PORTLAND COMMUNITY COLLEGE FOUNDATION

The Portland Community College Foundation aids and promotes excellence at the college by providing scholarships, equipment for teaching and training, special academic opportunities for students and support for outstanding faculty.

Executive Director

Salary: DOQ

Excellent Benefits Package



PCC FOUNDATION

The Organization

Mission: The Portland Community College Foundation aids and promotes excellence at the college by providing scholarships, equipment for teaching and training, special academic opportunities for students and support for faculty.

Portland Community College is the largest institution of post-secondary education in the state of Oregon, serving over 91,000 students each year in its five-county district with lower division transfer, professional technical, adult and community education. PCC is well regarded for providing educational opportunities that benefit people with diverse backgrounds, ages, skills and abilities. PCC's programs and courses are innovative, responsive to the labor market and of the highest academic quality, providing students with the skills they need to compete in today's economy.

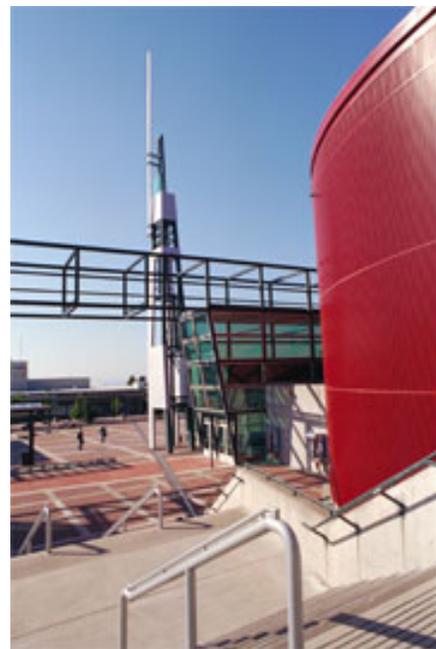
In 2005, community colleges educated approximately 50 percent of all undergraduate students in the United States. However, they received less than 2 percent of all voluntary support given to institutions of higher education. The Portland Community College Foundation is dedicated to increasing private donations to the college in order to significantly increase the number of Portland residents who have access to higher education and to enhance the region's economic development.

The PCC Foundation was incorporated as a 501 (c) (3) nonprofit organization in October 1982 and it is the private fund-raising arm for the college. Members of the community who believe in the mission and the value of PCC serve on the PCC Foundation Board to guide its activities and investments. More than 90 percent of the funds the foundation receives goes toward supporting scholarships and programs.

Almost half of PCC's students need financial help to attend college. Annually, the PCC Foundation finances scholarships for about 250 students, but is forced to turn down nearly twice as many because of limited funds. The Foundation also supports funding for emergency student loans for books, tools and other resources. In addition, the foundation helps to fill the gap between the college's general fund and the program investments necessary to maintain excellence in academic programming and faculty development.

The goals of the Foundation are to:

- Substantially increase private funding for PCC student scholarships and unmet program needs
- Build broad-based community awareness of PCC's vital role in the Portland metropolitan area
- Leverage partnerships with business to enhance PCC programs
- Responsibly steward private funds raised by and for PCC programs



PCC FOUNDATION

The Position

Reporting to the College Institutional Advancement Director, the Executive Director of the Foundation works closely with the College President and the PCC Foundation Board to develop strategies to raise funds for college priorities. The Executive Director manages \$3.5M in assets and a development program consisting of annual fund and endowment support. Currently there are 3 full-time direct reports (one scholarship coordinator and two administrative assistants) in addition to a contracted grantwriter, event planner, and bookkeeper. Major gifts and alumni programs are being developed, and a major gifts officer and annual fund/alumni coordinator are currently being recruited to support ambitious fundraising goals. The Foundation is building capacity for a future capital campaign with plans to add a prospect researcher, planned giving officer and database manager. In addition to managing the Foundation's budget and staff, the Executive Director will be directly involved in major gifts and will assist top College and Foundation leaders in the cultivation and solicitation of donors.

Issues and Priorities

PCC and the Foundation have increased their commitment to private fundraising by dedicating funds to hire new staff, contracting with outside fundraising counsel, developing a strong capacity building plan, and marketing the plan to area foundations. The intent of the capacity building plan is to prepare PCC for a future capital campaign to expand scholarships, endowment, and program support. In order to achieve significant fundraising growth, the new Executive Director must:

- Build relationships with the Foundation Board of Directors, Foundation staff, PCC President, PCC staff, and donors.

- Quickly get up to speed on the capacity building and capital campaign plans, become the key driver of these plans, and work with College and Foundation leaders to execute the plan and achieve the desired results.
- Take an active role in recruiting Board members who are high-profile community leaders to actively participate in Foundation fundraising and a future capital campaign.
- Foster a team environment by bringing current and new staff together into a cohesive, collaborative team.
- Oversee and maintain current development activities and create a long-term plan for enhancing and increasing development results to support scholarship growth and funds for college program needs.
- Create a marketing and communications strategy to increase the PCC Foundation's visibility in the community.
- Use creative fundraising techniques to reach more funders and build more alumni support to ensure that everyone who is eligible for a scholarship receives one.



PCC FOUNDATION

Ideal Candidate Profile

The Executive Director will be a strong and innovative leader with extensive experience leading and implementing development programs, as well as driving and managing a capital campaign. The ideal candidate will be skilled in all areas of fund development, be comfortable being a key face of the organization and have a solid track record of creating strategic and tactical plans to achieve fundraising goals. The ideal candidate will also be entrepreneurial, demonstrating ability to creatively build philanthropy to support many different programs.

The PCC Foundation seeks an individual who is passionate about higher education and understands the value of community colleges. The Foundation also seeks an individual who enjoys the complexity of how the Foundation and College work collaboratively to increase resource development.

A successful background of cultivating donors and moving them to new levels of giving, as well as experience working with Board members to encourage their active participation in fundraising is needed. Additionally, this individual should have experience leveraging marketing and communications to support fund development activities. The successful candidate will have a successful track record of developing an extensive network of contacts in giving communities and expanding that network for the benefit of the organization.

A successful candidate will be an experienced manager whose strength is building solid, collegial teams. The preferred candidate will be able to develop long-range plans and lead staff in day-to-day activities. He/She will have excellent written and communication skills to create effective materials and presentations and to persuade and advocate effectively with funders.

Minimum Qualifications

At least eight years of related experience including strategic leadership, development and implementation of resource development and communications programs at the senior organizational level is required. Experience building and growing a fundraising program within higher education or a non-profit environment is desired. Knowledge and understanding of technology and the role it plays in fund development is strongly preferred. A Bachelors degree is required and CFRE credentials are desired.

To Apply

PCC values diversity in all areas of its operation and welcomes and encourages diverse applications. (use PCC affirmative action language) Please send resume and cover letter by March 16, 2007 to:

 **Waldron & Company**

Three Centerpointe Drive, Suite 200
Lake Oswego, OR 97035
503.620.1106
kathy@waldronhr.com
www.waldronhr.com