

Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: November 19, 2024

Subject: Designate funding and reporting structure for the Director, WCJC Foundation and Advancement aligning with WCJC Foundation reorganization

Recommendation: Approve the new funding and reporting structure for the Director, WCJC Foundation

Background and Rationale:

In October 2024, the WCJC Foundation Board of Directors approved a new staffing plan for the WCJC Foundation that included the creation of two new positions – an Assistant Foundation Director and a Development Specialist. These positions address the growing responsibilities of the WCJC Foundation in development and advancement.

With the addition of these two positions, the funding and reporting structure for the Director, WCJC Foundation and Advancement has been altered to ensure appropriate alignment between the WCJC Foundation and WCJC, specifically:

- The salary and fringe benefits for the Director, WCJC Foundation and Advancement will be split equally between the WCJC Foundation and Wharton County Junior College
- The Director, WCJC Foundation and Advancement, will oversee major gift stewardship and special development projects and will report on these matters to the WCJC President.
- The Assistant Foundation Director position will be funded by the WCJC Foundation and manage fundraising campaigns, the Foundation grant process, and Foundation media and social media, while reporting to the Director, WCJC Foundation and Advancement.
- The Development Assistant position will be funded by the WCJC Foundation and will manage donor and recognition, the Foundation financial reporting, and oversee Foundation events, while reporting to the Director, WCJC Foundation and Advancement.

Cost and Budgetary Support: \$54,860 Annually (WCJC Current Operating Fund (\$41,145 for FY25))

Strategic Priority Alignment: ☐ Student Success ☒ Community Impact
☒ Resource Optimization ☐ Institutional Excellence

Resource Person(s): Jonathan Jeter; Director, WCJC Foundation and Advancement



**Wharton County
Junior College**

**Board of Trustees
Agenda Item**

Signatures:

A handwritten signature in black ink, appearing to be 'John Smith', written over a horizontal line.

Originator

11/8/2024

Date

Cabinet-Level Supervisor

Date

President's Approval:

A handwritten signature in black ink, appearing to be 'Bobby McEachern', written over a horizontal line.

11-12-24



**Wharton County
Junior College**

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Director of the WCJC Foundation and Advancement	FLSA: Exempt GRADE: CA-15 NBAPOSN:
LOCATION: Wharton Campus	EFFECTIVE DATE: December 2, 2024 REVISION DATE:
REPORTS TO: WCJC President for performance regarding major gift/special college projects and the WCJC Foundation Board of Directors for Foundation administration and performance.	

PURPOSE AND SCOPE:

The Director of the WCJC Foundation and Advancement will report to the WCJC President regarding college major gift/special project responsibilities, working collaboratively with college leadership, and will report to the WCJC Foundation Board of Directors to implement and manage all activities of the WCJC Foundation and major gift/special project coordination, including donor identification and cultivation, and fundraising initiatives.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate a comprehensive fundraising program for meeting the Foundations' financial needs, including but not limited to annual campaigns, special events and planned giving
2. Develop and maintain relationships with alumni, service area business leaders, community members and other groups who provide support, and develop a program for engaging these alumni with opportunities to connect with the college.
3. Maintain an accurate, detailed and updated donor database
4. Process and acknowledge all donations to the WCJC Foundation
5. Prepare and distribute regular reports on dollars raised and the Foundation budget to the Foundation Board of Directors and College Financial offices as needed
6. Coordinate special fundraising projects/major gifts in collaboration with the WCJC President

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7. Steward major donors in collaboration with the WCJC Foundation Board of Directors and the WCJC President.
8. Coordinate the donor recognition program
9. Collaborate with the WCJC Foundation Board of Directors, WCJC President and the community to ensure annual fundraising goals are met or exceeded
10. Fosters dynamic, trusting relationships with volunteers, donors, Foundation Board members, college employee, and all stakeholders
11. Make presentations to community organizations and others interested in Foundation activities
12. Work cooperatively with the WCJC Financial Aid Office and College Advancement Finance Specialists to administer the Foundation scholarship program
13. Maintain the Foundation website and social media for the Foundation and alumni
14. Prepare and distribute the foundation's planned communications materials
15. Coordinate calendars of Foundation Board of Directors and related committees
16. Collect and distribute all documents for meetings of the Foundation Board of Directors and related committees
17. Take and distribute minutes at all board and committee meetings
18. Provide general information and field questions from visitors, students, faculty and staff
19. Perform other duties as assigned by the Foundation Board of Directors, or separately by the WCJC President with regard to major gift/special projects.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Director of the WCJC Foundation and Advancement requires a bachelor's degree from a 4-year regionally accredited college or university. This position requires 3 years of administrative/management experience. Fundraising with a college or nonprofit organization, donor management software, and website content management software preferred. This position requires experience with regulations, guidelines, and procedures pertaining to fundraising. This position requires experience in research techniques to gather, analyze and summarize information and to develop successful fundraising proposals. The position requires proficiency with Microsoft Word, Excel and PowerPoint, as well as social media page administration. A criminal background check is required.

SUPERVISION OF OTHERS:

The Director of the WCJC Foundation and Advancement supervises all of the WCJC Foundation employees.

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SUPERVISION AND DIRECTION RECEIVED:

The Director of the WCJC Foundation and Advancement is responsible and accountable to the WCJC Foundation Board of Directors for fulfilling the objectives, standards and duties listed in this document, and separately to the WCJC President for major gift/special project coordination. Guidance for the performance of duties outlined in this job description will come from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations and directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone and other general office equipment.

CONTACTS:

External contacts of this position are with potential donors. Internal contact of this position is with administrators.

COMPLEXITY/EFFORT:

This position requires the ability to read and interpret departmental policies, procedures and instructions and the ability to hear and understand inquiries from faculty, staff and administrators and oral instructions from the WCJC Foundation Board of Directors and the WCJC President. The position requires sufficient manual dexterity to prepare letters, reports, graphics and other data on the computer. This position requires the ability to work on a number of projects simultaneously and prioritize workloads and the ability to give attention to detail and produce documents. The position requires characteristics supported by collaborative work efforts with internal and external customers in a collegial atmosphere. Professional working relationships, both with the College and with the public require the incumbent to maintain a high degree of judgement, tact, diplomacy, poise and discretion at all times. A demonstrated commitment to the mission of a comprehensive community college is vital to the institution.

WORKING CONDITIONS:

Work of this position is performed primarily in a climate-controlled office environment with computers. There is some exposure to natural atmospheric conditions such as dirt and dust, etc., which is standard for an office environment. There is a minimal exposure to safety hazards. Frequent interaction with

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administrators, faculty, staff and the general public is required. This position requires some travel and use of a personal vehicle. Job duties requires little physical effort with light lifting as typically found in an office environment.

LAST MODIFIED: November 8, 2024

Employee's Signature

Date

Supervisor's Signature

Date

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