



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Complete this form and submit it to the Office of the President by noon on Monday of the week before the following Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: September 15, 2020

Date of This Proposal: September 8, 2020

SUBJECT:

Creation of a new position for the Wharton County Junior College Foundation.

RECOMMENDATION:

Approve the addition of a new position for the Wharton County Junior College Foundation

BACKGROUND/RATIONALE:

The WCJC Foundation Board has submitted a request to add the position of Director of the WCJC Foundation. The officers of the Foundation have worked with the WCJC President to develop a job description and organizational reporting structure for the position. The WCJC Foundation will reimburse the college for all expenses associated with the position.

Estimated Cost and Budgetary Support (how will this be paid for:

The WCJC Foundation will reimburse the college for any expenses associated with the position.

RESOURCE PERSON(S) [name(s) and title(s):

Betty A. McCrohan, President
Gordon Sorrell, President of WCJC Foundation

SIGNATURES:

Betty A. McCrohan
Originator

9-8-20
Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Betty A. McCrohan

9-8-20



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Director of the WCJC Foundation	FLSA: Exempt GRADE: CA-15 NBAPOSN:
LOCATION: Wharton Campus	EFFECTIVE DATE: October 15, 2020 REVISION DATE: August 14, 2020
REPORTS TO: WCJC President for organizational purposes, the WCJC Foundation Board of Directors for administrative purposes and performance.	

PURPOSE AND SCOPE:

The Director of the WCJC Foundation will report to the WCJC Foundation Board of Directors, working collaboratively with college leadership to implement and manage all activities of the WCJC Foundation, including donor identification and cultivation, fundraising initiatives and special projects.

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
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 President as needed
6. Coordinate the donor recognition program
7. Collaborate with the WCJC Foundation Board of Directors, WCJC President and the community to ensure annual fundraising goals are met or exceeded
8. Fosters dynamic, trusting relationships with volunteers, donors, Foundation Board members, college employees, and all stakeholders
9. Make presentations to community organizations and others interested in Foundation activities
10. Work cooperatively with the WCJC Financial Aid Office to administer the Foundation scholarship program
11. Maintain the Foundation website and social media
12. Prepare and distribute the Foundation's planned communications materials

13. Coordinate calendars of Foundation Board of Directors and related committees
14. Collect and distribute all documents for meetings of the Foundation Board of Directors and related committees
15. Take and distribute minutes at all board and committee meetings
16. Provide general information (What kind of information) and field questions from visitors, students, faculty and staff
17. Perform other duties as assigned by the Foundation Board of Directors

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Director of the Foundation requires a bachelor's degree from a 4-year regionally accredited college or university. This position requires knowledge of 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. Experience with donor management software and website content management software preferred.

SUPERVISION OF OTHERS:

The Director of the WCJC Foundation does not supervise other employees.

SUPERVISION AND DIRECTION RECEIVED:

The Director of the WJCJ Foundation is responsible and accountable to the WCJC Foundation Board of Directors for fulfilling the objectives, standards and duties listed in this document. 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 statues, ordinances, codes, rules, regulations and directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, , 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. 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 several 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 remotely and 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 college staff and the general public is required. This position requires some travel and use of a personal vehicle. Job duties require little physical effort with light lifting as typically found in an office environment.

LAST MODIFIED: August 31, 2020

Employee's Signature

Date

Supervisor's Signature

Date

Initials