LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR OF DEVELOPMENT

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of Executive Director of Development located in the Baton Rouge office and reporting to the Senior Vice President of System Advancement.

ROLE SUMMARY

The Executive Director of Development provides vision, leadership, and management to the state-wide development program of the community and technical colleges of Louisiana. By working closely with the Senior Vice President of System Advancement, the Board of Directors of the LCTCS Foundation, the Chancellors and Technical College Directors of the fourteen LCTCS colleges, their development staff and their Foundation boards, this position will develop strategies and set goals in fund development that will respond to evolving state priorities for two-year education and workforce training. This position reports to the Senior Vice President of System Advancement.

KEY RESPONSIBILITIES AND OUTCOMES

The Executive Director for Development will devise fundraising strategies, provide leadership to the LCTCS Foundation Board, lead and supervise development staff, and achieve key outcomes in the areas outlined below.

1. Work closely with the Senior Vice President of System Advancement to develop a fund development strategy that will secure the resources required to support a robust program of policy development, legislative advocacy, international engagement, the annual conference, and the public leadership and engagement of the system president internationally, nationally and statewide
2. Provide executive leadership to the LCTCS Foundation to ensure an informed and supportive board of state-wide stakeholders in the private sector
3. Develop the fundraising capacity of LCTCS college foundations state-wide; manage funds for colleges that lack foundations; advise chancellors and regional directors on the development of foundations and private fundraising strategies; and consult and train boards and foundation staff state-wide
4. Actively engage in acquiring gifts from qualified donor prospects
5. Develop solicitation strategies and identify potential supporters for special projects identified by the Foundation and the System President including the Salzburg Global Seminar and other international initiatives
6. Develop communication strategies for all Foundation and fund development strategies including written materials, case statements, brochures, social media, and the Foundation website
7. Work closely with the senior vice president of system advancement and the director of development to produce the annual issue of Moves Magazine
8. Identify and disseminate best practices for college foundation operations, proactively identifying and responding to issues and problems
9. Provide effective executive and administrative leadership and management of the LCTCS Foundation, ensuring that it is a model for LCTCS college foundations
10. Advise the Senior Vice President on board policy recommendations related to Foundations; develop new board policies as needed for approval by the Board of Supervisors
11. Ensure the integrity, accuracy and full utilization of the donor database (eTapestry) through personal use, training of staff, managing value-added services, as well as developing and managing strategies to work with college affiliates to expand their use of the program.

12. Other initiatives and duties as assigned by the Senior Vice President of System Advancement.

Staff reporting to the Executive Director of Development includes two department staff: the Director of Development and the Development Coordinator.

MINIMUM QUALIFICATIONS REQUIREMENTS

Education & Experience:
Bachelor’s Degree is required; Master’s degree preferred; a minimum of five years of increasingly responsible positions in development, preferably in non-profit fundraising positions; demonstrated experience in the major aspects of fundraising including planning, development and successful implementation of campaigns; record of achievement in cultivating, soliciting and stewarding major gifts from individuals, foundations and corporations; supervisory experience required; exceptional business development experience or institutional development may be considered.

Knowledge, Skills & Abilities:
- Demonstrated ability to lead, teach, train, motivate and inspire;
- Experience and ability to use technology, word processing, spreadsheets, internet, databases
- Knowledgeable of best practices in fundraising and foundation management
- Ability to identify and cultivate prospects for major gifts
- Board development experience
- An understanding and appreciation of the mission of LCTCS
- Excellent written and oral communication skills
- Strong leadership, interpersonal skills
- An innovative and accomplished professional
- Strong writing and oral communication skills

Personal Qualities:
Maturity and sound judgment, team player, mission-driven, able to work effectively with high-level individuals, creative self-starter with demonstrated record of accomplishments in the field; ability to work independently and as part of a team; experience working in medium to large organizations a plus.

Compensation:
Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu.

Application Instructions:
Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Assistant Director of Human Resources,
Louisiana Community and Technical College System,
265 S. Foster Drive,
Baton Rouge, LA  70806

Applications will be accepted until position is filled,