

POSITION INFORMATION

Position Title	Executive Director of the Foundation (OPEN UNTIL FILLED)
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	OPEN UNTIL FILLED

FOR ADDITIONAL INFORMATION

Contact	Bill Wagnon
Contact Title	Vice President for Public Information
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6242
Email	bwagnon@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

1. Minimum of an earned bachelor’s degree in education, business, marketing, communications or related field from a regionally accredited institution of higher education;
2. Demonstrated excellent interpersonal, written, & oral communication skills;
3. Demonstrated strong organizational & customer service skills;
4. Demonstrated ability to be goal-oriented & self-motivated;
5. Proficient in Microsoft Office, database management systems, & use of social media; and
6. Demonstrated ability to meet and work well with others.

Preferred Qualifications

1. Three (3) years of experience in institutional development, education, or non-profit setting with a preference of higher education;
2. Demonstrated knowledge of principles and practices of fundraising;
3. Demonstrated knowledge of and experience in special event coordination; and
4. Previous experience in a community college setting.

General Statement of the Function

The Executive Director of the Foundation coordinates daily operations as well as the fundraising efforts of the East Central Community College Foundation, Inc. The Executive Director of the Foundation reports directly to the President of the College. The President of the College is the chief fundraiser for East Central Community College.

Duties and Responsibilities

1. Coordinates planning and evaluation functions related to the Foundation;
2. Coordinates fundraising efforts including annual fund campaigns, capital fund campaigns, planned giving campaigns, special events and scholarships designed to secure funds for the College in consultation with the President;
3. Researches, identifies and coordinates contact with prospective donors for fundraising efforts;
4. Provides counsel to the President of the College on prospective major donors and develops opportunities for the President, as the chief fundraiser, to secure gifts for the college;
5. Maintains donor records for the Foundation;
6. Works in conjunction with an investment team to manage the assets of the Foundation;
7. Facilitates meetings of the Foundation Board;
8. Acknowledges the receipt of all gifts to the Foundation;
9. Coordinates the entry of donor gifts into the College’s record-keeping system;
10. Coordinates the appointment of new members to the Foundation Board in conjunction with the officers of the Foundation and the College President;
11. Coordinates the search for current addresses for alumni and maintains all the records for such addresses;
12. Keeps abreast of current issues and trends in higher education philanthropy;
13. Travels to events and meetings both on- and off-campus as needed;
14. Works with the Director of Athletics to secure gifts through the Warrior Club; and
15. Performs other duties as assigned by the President of the College.

APPLICATION DETAILS

Application Deadline	OPEN UNTIL FILLED
Internal/External Applications	OPEN UNTIL FILLED
Interviews Completed By	OPEN UNTIL FILLED
Successful Candidate Notified By	OPEN UNTIL FILLED

WHERE TO APPLY

Submit all required applicant documents by clicking on this link: <https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at www.eccc.edu/employment).
3. Up-to-date transcripts for all college work from each institution attended. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Mackey, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, tmackey@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@eccc.edu.

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