



## EMPLOYMENT OPPORTUNITY

### Executive Director

Full-time, 12 months per year  
Anticipated Starting Salary: \$85,000 annually plus medical benefits

The normal working schedule is Mondays through Fridays 8:00 a.m. to 5:00 p.m.; however, variable/flexible scheduling may be required to accommodate Foundation events and meetings, including weekends and evenings. As a management position, the Executive Director is exempt from overtime. In addition to the Executive Director, the Foundation employs a full-time office manager and a part-time accounting manager.

The position is currently vacant. The starting date for the successful candidate will be as mutually agreed and can be as early as January 2, 2010.

**APPLICATION DEADLINE**      **Position is open until filled; however, to ensure consideration applications should be received no later than noon, November 30, 2009.** Monterey Peninsula College Foundation reserves the right to close or continue the recruitment at any time.

#### JOB SUMMARY

Focus the efforts and provide leadership to Foundation staff, directors, and volunteers on achieving the mission of the Monterey Peninsula College Foundation:

*To advance the educational experience of students and faculty of Monterey Peninsula College by raising funds for student scholarships, instructional and library materials, faculty awards, facilities improvement and academic programs. The Foundation encourages lifelong learning and the concept that education is the means by which people may reach their full potential.*

Develop programs and strategies to identify, cultivate, track, and solicit community and corporate friends, alumni, and parents of alumni of MPC for significant gifts to fund identified operational, campaign, and institutional priorities.

#### MAJOR RESPONSIBILITIES

##### Fundraising

- Identify, cultivate and personally solicit major gifts prospects; working with administrators, faculty, and Foundation volunteers, recommend and implement cultivation and solicitation strategies of individual prospects, including planned giving opportunities; meet with prospects and volunteers, traveling as necessary; provide information on college alumni, parents, and friends to qualify interest and giving potential.
  - Cultivate corporate and foundation prospects and present appropriate proposals to them; research and develop grant proposals that meet Foundation and college needs.
  - Write or collaborate with the President's Office in drafting proposals, newsletters, brochures, pamphlets, and other materials as necessary; assist with publicity arrangements on important gifts, programs, accomplishments, and events.
  - Recruit and train Board members and volunteers in successful fundraising strategies that result in increasing support for MPC and the Foundation; ensure that the talents of the Board members are fully utilized to meet fund raising and Foundation mission objectives; promote both continuity and renewal on the Board.
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## Finances

- Develop and monitor the MPC Foundation budget; oversee management of finances, including stewardship of scholarships and private donations, supervise staff, and ensure maintenance of accurate financial records
- Maintain general knowledge of tax law pertinent to tax-exempt organizations and investment strategies applicable to college foundations

## Administration

- Maintain a close working relationship with the President's Office as well as the connection between Foundation and institutional goals
- Supervise office staff and provide effective office management
- Design and implement programs that enrich the educational experience of students, faculty and staff and link these to the greater community
- In consultation with the Board of Directors, develop annual performance objectives to guide on-going program improvement

## QUALIFICATIONS

### Education

A bachelor's degree is required.

### Desired Experience

Training from the Council for Advancement and Support of Education (CASE) or similar organization

A minimum of five years of successful fund raising experience, including annual giving and major gifts

Experience in raising funds from individuals as well as corporations and foundations

Demonstrated success in effective volunteer management

Demonstrated expertise in personnel management, strategic planning, fiscal planning and accountability, program planning and implementation, and information systems and implementations

The ideal Executive Director will be an energetic and knowledgeable leader, sensitive to the needs and expectations of a diverse and dynamic college community, and capable of organizing, implementing, and directly participating in a comprehensive fund raising program with a high degree of professionalism and integrity.

## CONDITIONS OF EMPLOYMENT

Employment with the Monterey Peninsula College Foundation is at will. All new employees are required to provide proof of eligibility to work in the United States. Foundation employees are not employees of Monterey Peninsula Community College District, but Foundation offices are located on the MPC campus in the Administration Building. **NOTE:** Smoking on the MPC campus is limited to designated smoking areas.

<b>HOW TO APPLY</b>
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To ensure consideration, return the following items by **noon** on the **APPLICATION DEADLINE DATE** shown on the front page. (Applications are accepted by mail-in, fax, walk-in or email).

√ - Completed application (available on the MPC website, [www.mpc.edu/foundation](http://www.mpc.edu/foundation) or at the college)

√ - Resume

√ - Cover letter describing interest in and qualifications for the position. Please specifically address qualifications for each of the major responsibility areas.

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Submit the required application materials and direct all inquiries regarding this position to:

Kali F. Viker, M.S.  
Human Resources  
Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940-4799  
Telephone: (831) 646-3038  
Fax: (831) 646-3012  
Text Teletype: (831) 645-1319  
email: KViker@mpc.edu

Applicants who are protected under the Americans with Disabilities Act and who, due to a disability, require accommodations for completing the application process or the interview, should notify the MPC Human Resources Office before an accommodation is needed.

#### THE MPC FOUNDATION

The MPC Foundation was founded in 1994 and is a 501(c)3 nonprofit organization. Its mission is to advance the educational experience of students and faculty of Monterey Peninsula College by raising funds for student scholarships, instructional and library materials, faculty awards, facilities improvements and academic programs. The Foundation endeavors to support the academic excellence of Monterey Peninsula College faculty and students through grants, fundraising and public campaigns promoting rigorous study and independent thinking. The Foundation raises funds through the generous support of the community and works to build relationships with donors and residents to maintain the viability of the College and the students it serves. A volunteer board of directors oversees the work of the Foundation. The funds raised by the Foundation do not replace tax dollars.