



PRESIDENT & CEO NORWALK COMMUNITY COLLEGE FOUNDATION

The Norwalk Community College Foundation (The Foundation) is an independent, self-sustaining 501(c)3 whose mission is to raise and allocate funds to support the students and programs of CT State Community College Norwalk (CT State Norwalk). The position of President & CEO reports to the Board of Directors through the Foundation Chair and currently oversees a staff of six (6).

The President & CEO provides leadership and management of the planning and execution of fundraising and development-related activities of the Foundation. The President & CEO is responsible for the execution of the strategic plan set forth by the Board of Directors, overall revenue generation, financial management, organizational development, staff management, and program operations. The President & CEO manages the utilization of funds of the Foundation's \$35 million in assets. The President & CEO should believe in the mission to help students fulfill their potential. To learn more visit: <https://ncc-foundation.org/>

Areas of Responsibility include:

Leadership:

- Maintain alignment with the CT State Norwalk President and senior College administrators on funding and college priorities.
- Keep apprised of developments within the state of Connecticut and communicate them to the Board.
- Participate, as appropriate, in CT State Norwalk planning and strategic initiatives to ensure that the Foundation's activities align with the needs of the College.
- Represent the Foundation in the larger Fairfield County Community, strategically fostering engagement with the Foundation.
- Build long-term relationships with community/business/not-for-profit organizations whose activities align with the mission of the Foundation.

Resource Development:

- Oversee, with the help of the Board, the investment, administration, and distribution of funds to CT State Norwalk programs and scholarship recipients.
- Identify, cultivate, solicit, and steward donors, building long-term and meaningful relationships.
- Forge innovative partnerships with corporations, businesses, foundations and other not-for-profits to identify and secure new funding sources to launch new initiatives and to support existing programs that benefit CT State Norwalk students.
- Maintain consistent and ongoing processes for donor and community relations to promote awareness of CT State Norwalk and the Foundation and uphold highest standards for donor intent.
- Develop and ensure the implementation of all grant reporting systems. Monitor outcomes and exhibit strong fiscal management.
- Develop and implement diverse fundraising activities that address College priorities and raise significant funds to support existing programs and new initiatives.
- Provide oversight of the Foundation staff's activities with annual giving that include grant writing, cultivation and stewardship of donors, special events, direct mail, and other development-related activities.

Management:

- Maintain an organizational culture that attracts, develops, and retains excellent staff.
- Oversee and evaluate all Foundation staff to accomplish the range of financial, governance, and donor relations work.
- Leverage systems and processes to ensure program excellence and accountability.
- Lead the Foundation staff to meet and exceed operating goals.

Governance:

- Work collaboratively with the Chair of the Foundation and Board of Directors to set and achieve the Foundation's strategic direction.
- Work closely with the Chair of the Foundation to ensure that Board, committee, and task force goals are carried out in an effective and timely manner.
- Guide the Board in fundraising efforts and advise task forces and committees.
- Support Board member recruitment and orientation.

Fiduciary Responsibility:

- Plan and manage operations with the requisite compliance while meeting the annual budgetary goals established in conjunction with the Board.
- Provide regular financial monitoring reports to the Board.
- Develop and implement procedures for the allocation of funds through scholarships and College grants.

QUALIFICATIONS

- A Bachelor's Degree is required; Master's Degree preferred.
- Proven track record in non-profit senior management and fundraising, or comparable management experience in the private sector plus non-profit board experience.
- Proven experience developing integrated strategies to approach new donors and identify what is important to key donors.
- Demonstrated ability to lead staff team and be part of the team, develop staff as independent contributors, manage multiple tasks, and remain humble at all times.
- Passion for bridging the achievement gap through education.
- Familiarity with Fairfield County preferred.
- Skilled at building consensus across multiple constituencies and effectively allocating time.
- Compelling communicator, speaker, and writer.
- Strong financial manager who creates novel solutions to address both strategic and tactical challenges.
- Dedicated to fostering inclusivity and equity.

COMPENSATION AND BENEFITS

The position is a full-time salaried position with comprehensive benefits including medical, dental, vision; life and disability insurance; 401K; and generous vacation and PTO time. The salary range is \$185,000-\$200,000 dependent on relevant qualifications and experience.

EQUAL OPPORTUNITY EMPLOYER

The Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY

We are only considering resume and cover letter submissions via email. All cover letters and resumes should be sent to NCCFSearch@gmail.com. Resumes will be accepted until the position is filled.

January 2024