

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Executive Director of Foundation			<i>BOT Date:</i> June 19, 2002
<i>Level:</i> ADM05	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0505	<i>Adm. Rev:</i> July 25, 2005

### GENERAL DESCRIPTION

Provides leadership and supervision of the HCC Foundation. Responsible for fund raising and development of business contacts. This position reports directly to the President.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Plans, develops, and implements all activities of the College's Foundation and advancement programs to include campaign design, brochure development and marketing, external fund raising, and special events and community activities.	25%
2.*	Encourages contributions to special funds through endowments, trusts, donations of gifts-in-kind, or bequests. Makes solicitations for private donor support, corporate giving, and public funding resources for the Foundation, and to benefit the College and its students.	30%
3.*	Represents HCC in the community through active participation in community events, speaking engagements, committee assignments, etc.	15%
4.*	Contributes to the development and implementation of the alumni association relations and related activities. Contributes to the development of annual and long-range strategies for alumni resource development.	10%
5.*	Responsible for fiscal record keeping, expenditure, fund management, the Foundation's endowment and unrestricted accounts.	15%
6.	Liaison with other College offices to ensure the institution is a vital force in the community, fulfilling its role as a provider of higher education in Hillsborough County.	5%
7.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Bachelor's Degree required, Master's Degree preferred.	
<i>Experience:</i>	Seven to ten years related experience.	
<i>Planning:</i>	Formal plans that exceed one year, but not three years beyond normal operational planning. The primary level of planning activities is College-wide.	
<i>Impact on Budget:</i>	Major controlling/authorizing influence on decisions affecting expense and revenues. Full authority to commit the work unit to a specific course of action. Direct contribution on the methods used to generate revenue.	
<i>Impact of Actions:</i>	Major responsibility for making decisions and final recommendations that routinely affects the activities of a campus. Duties include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Supervision is present to review established departmental objectives. Independent judgment is required.	
<i>Problem Solving:</i>	Involves identification and analysis of diverse problems; answers are usually found by reviewing administrative procedures and modifying them for unusual situations.	
<i>Communications with Others:</i>	Regular internal contacts with officials at higher levels required to carry out programs and to explain specialized matters. Requires regular external contacts with persons of importance and influence and involves considerable tact, discretion and persuasion in obtaining desired actions.	
<i>Supervision of Others:</i>	Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. Requires training and experience, a thorough knowledge of departmental activities and an understanding of and appreciation for work conducted in other departments.	
<i>Job-Related Knowledge:</i>	Professional theory and practice applied at the advanced level of a seasoned professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields.	
<i>Innovation/ Creativity:</i>	Work requires the development of innovative methods, procedures, products, or systems in order to create competitive advantages for the College. This is a significant part of the job.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically conducted in an office, sitting at a desk or table with intermittent sitting, standing or stooping. Only minor physical exertion or strain may be required.	