

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Foundation Manager			<i>Approval Date:</i> January 30, 2008
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0648	<i>Approved by:</i> College President

### GENERAL DESCRIPTION

Responsible for accurate accounting and reporting of Foundation funds and ensures effective and efficient operation of day-to-day unit operations.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Performs accurate accounting and reporting of Foundation funds (receipts, disbursements, and budgets) including endowed, restricted and unrestricted, and operating funds. Maintain accuracy of accounting system and software. Reviews and approves requests for payments (invoices and check requests).	25%
2.*	Reports to national, state, college, individual, corporate and/or private foundations, as required, and ensures compliance with applicable reporting requirements. Oversees and compiles data and reports for annual audit.	15%
3.*	Determines scholarship availability, coordinates communications and announcements with scholarship selection committee and notifies students.	15%
4.	Ensures effective and efficient operation of day-to-day unit operations; develops departmental guidelines and procedures and ensures adherence; directs activities of assigned staff.	15%
5.	Maintains communications with prospects, donors, fund representatives, college administrators and funders (state, local and private).	10%
6.	Oversees grant financial preparation, submission, operation and reporting for grants submitted through the HCC Foundation	10%
7.	Conducts special cost and/or financial studies, research and analyses and prepares proposals concerning accounting improvements. Performs or coordinates special projects, as required.	10%
8.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

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**KEY JOB REQUIREMENTS**

<i>Education:</i>	Bachelor's Degree required; Masters Degree or CPA preferred.
<i>Experience:</i>	Three to five years prior work related experience.
<i>Planning:</i>	Planning has major effect on the department's annual expenditures and/or revenues. Scope of planning is Foundation, campuses and college-wide.
<i>Budget:</i>	Has influence on decisions affecting the expenses/revenues with input from Foundation Executive Director, Treasurer, and Finance Committee. Has authority to commit the work unit to a financial course of action.
<i>Impact of Decisions:</i>	Moderate responsibility for making decisions and final recommendations which routinely affect the activities of the Foundation, campuses and programs. Responsibility for developing financial strategic plans annually.
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. High degree of analytic ability and inductive thinking required.
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established relevant guidelines.
<i>Problem Solving:</i>	Involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Brings non-standard issues to Executive Director, Foundation Board and/or Finance Committee.
<i>Communications with Others:</i>	Requires internal contacts to carry out programs and to explain specialized matters. Also requires interactions with external persons of importance and influence (state, local and private funders, donors, fund representatives and college administrators).
<i>Supervision of Others:</i>	Responsible for making recommendations within a department. Work supervised requires training and experience, and a thorough knowledge of departmental or divisional activities coupled with an understanding of work conducted in other departments or school/centers of the College.
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced level of a financial and development professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields.
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect the Foundation and/or campuses or programs within the College.
<i>Working Conditions/Physical Effort:</i>	Work is typically performed in an office, library, or computer room. Physical effort typically involves sitting at a desk, with intermittent sitting, standing, or stooping.

