

Mannie Jackson
CENTER FOR THE
HUMANITIES
FOUNDATION

Title: Executive Director

Date: Open until filled

Reports Directly to: Mannie Jackson, as Director and President of the Mannie Jackson Center for the Humanities Foundation Board; and day-to-day operations will be coordinated with Dale Chapman, Foundation Board Member & President of Lewis and Clark Community College.

Mannie Jackson Center for the Humanities Foundation:

The Foundation supports the work of the Lewis and Clark Mannie Jackson Center for the Humanities.

Mission:

The Mannie Jackson Center for the Humanities Foundation exists to alter and change the culture of institutional leadership and behavior using Humanities Research and Education.

Values:

Respect, Understanding, Forgiveness, Dignity

Purpose of Position:

The Executive Director will be required to communicate the vision and mission of the Mannie Jackson Center for the Humanities Foundation (Foundation). The Executive Director will further engage individuals, foundations, government entities, and corporations for the purpose of soliciting major monetary and legacy gifts, capital gifts, and annual funds for the Foundation. In addition, the position will involve managing the operations of the Foundation.

Essential Duties and Responsibilities:

- Executes the Foundation's development plan using a clear, concise and compelling messaging tool around the cause and vision of the organization.
- Develop and maintain a master prospect list of the best current and potential donors of the Foundation.
- Engage prospects in making a commitment to the Foundation's development plan.

- Focus on maximizing each prospect's relationship with the Foundation and fostering affiliations.
- Organize and manage recognition events or "memorable experiences" that strategically align with operating, capital and endowment gifts.
- Assist Board members regarding their responsibility to champion the mission of the Foundation, donate commensurately and invite others to engage.
- Coordinate volunteers and champions to recognize, thank and further engage donors.
- Perform fundraising duties for the Foundation to ensure the mission of the Center is fully realized.
- Collaborate with the Lewis and Clark College President and/or his/her designee to ensure and facilitate the mission of the Center. Have day-to-day management alignment with Dale Chapman, President of Lewis and Clark Community College.
- Administer the Foundation's budget, purchases and expenditures related to the purposes of the Foundation and manage payment of all invoices, billings and other requests for payments.
- Submit recommendations to the Foundation's Board of Directors regarding new and continuing programs and activities of the Foundation.
- Consult with the Foundation's Board of Directors to determine how the use of donations from the Foundation may be best allocated to support the Center.

Allocation of Time:

- 70% Fundraising
- 10% Branding
- 10% Board Relations
- 10% Management

Preferred Qualifications:

- Experience in major fund development
- Commitment to the vision, mission and values of the Center and its Foundation
- Excellent marketing and development skills
- Exceptional written, verbal and presentation skills
- Excellent analytical and critical thinking skills
- Self-motivated, flexible and adaptable
- Senior level experience and background in fundraising

Salary:

Competitive and commensurate with qualifications and experience. Salary and benefits package to be negotiated with the Foundation Board.

To Apply:

Please email Dale Chapman, Board Member (MJCHF) at dchapman@lc.edu to request details.