



Nash Community College  
**Executive Director, Nash Community College Foundation**

<b>SALARY</b>	\$76,000 - \$86,000	<b>LOCATION</b>	Rocky Mount, NC
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	00421
<b>DIVISION</b>	Institutional Advancement	<b>OPENING DATE</b>	12/15/2025
<b>CLOSING DATE</b>	Continuous		

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### Job Description

\*\*\* Position will be posted until filled.

Serves as the Executive Director of the Nash Community College Foundation, under the supervision of the College President and guidance of the Foundation Board of Directors. Directs, coordinates, evaluates and improves the activities of the Foundation. Fundraising efforts are directed at scholarships, program and general endowments, capital needs, and other college support. Cultivates relationships with existing and prospective individuals, businesses and organizations.

### Essential Responsibilities

- Advance NCC's mission and goals by creating a climate of public understanding, acceptance, and support.
- Establish and cultivate relations with various agencies, foundations, private enterprises, governmental bodies, public offices, and individuals for the benefit of NCC and the Foundation.
- Develop and oversee the annual Foundation Budget.
- Work with other Team Nash members in the coordination of special events such as dedications, institutional open house, naming of buildings, event exhibits, and Awards Day and assist with graduation ceremonies.
- Serve on President's Administrative Council.
- Represent NCC in community, state, and national organizations, committees, meetings, and other activities.
- Coordinate and direct activities of the NCC Foundation in accordance with by-laws and policies and procedures as established by the Foundation Board.
- Develop NCC Foundation Board of Directors.
- Develop and enhance NCC Foundation donor base.
- Prospect individuals, businesses, etc. through research to determine high net worth individuals, companies, etc. are they a charitable donor and how to interest them in NCC.
- Organize and conduct giving programs including capital campaigns, annual golf tournament, virtual auction, annual sporting clays tournament, campus fund drive and community fund drive.
- Oversee maintenance of accurate records and official correspondence of all gifts to the NCC Foundation as recorded by Foundation Assistant.
- Serve on and work with the Scholarship Committee in the scholarship selection process through the Academic Works database, including setting up scholarship info in the database.
- Oversee submission of requested financial documents as requested by auditor.
- Supervise NCC Foundation personnel.

- Work with alumni association coordinator for awareness and fundraising opportunities.
- Participate in College events and activities.
- Participate in professional development activities provided by NCC and outside entities.
- Maintain regular and consistent on-site attendance during normal hours of college operations in fulfillment of duties not inconsistent with the expectations for full-time employees and College policies and procedures.
- Serve on various committees as assigned.
- Perform other duties as assigned which contribute to the efficient and effective operation of NCC.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may request reasonable accommodation(s) if necessary to perform the essential functions of the job.

- Maintain stationary position, sitting or standing, for extended periods of time.
- Operate a computer and other office productivity machinery.
- Ability to maintain files in file cabinets.
- Occasionally lift, move, transport, install, or remove items weighing up to 15 pounds.
- The ability to communicate information so that others understand.
- The ability to observe details.

## **Minimum Qualifications**

Bachelor's Degree from a regionally accredited institution. Three years professional work experience in fundraising and/or foundation management in the public sector or non-profit organization. Excellent written and oral communications skills and strong interpersonal skills.

## **Preferred Qualifications**

Five years professional work experience in fundraising and/or foundation management in the public sector. Experience in use of Raiser's Edge donor management software and AcademicWorks scholarship management software.

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### **Employer**

Nash Community College

### **Address**

522 North Old Carriage Road

Rocky Mount, North Carolina, 27804

### **Phone**

252-451-8264

### **Website**

<http://www.nashcc.edu>