

NC COMMUNITY COLLEGES

FOUNDATION

Chief Advancement Officer *North Carolina Community Colleges Foundation* Position Announcement October 30, 2024

To apply, please click [HERE](#).

Salary: \$110,000 - \$120,000 plus benefits

**Applications requested by December 1, 2024
and accepted until the position is filled.**



The Opportunity

The North Carolina Community Colleges Foundation (Foundation) seeks its first full-time professional Chief Advancement Officer (CAO) to lead the transformation of the Foundation to a robust and proactive fundraising partner with the NC State Board of Community Colleges (State Board) and the NC Community College System Office (System), which support 58 community colleges serving 600,000 students. This is a rare opportunity to participate in deeply meaningful work that changes lives and improves communities every day.

We seek a talented, motivated, and collaborative CAO, who will work in close partnership with the Foundation's Executive Director to build a world class advancement office that is durable for years to come. The advancement office will have all major development functions, including annual giving, planned giving, major gifts program, event sponsorships, and in-kind donation coordination. Further, the CAO will be a key driver in the final design and execution of the multi-year comprehensive campaign to empower today's learners, build tomorrow's talent pipelines, and deliver North Carolina's next-generation workforce.

The CAO will build relationships with corporations, foundations, and individual donors - with a strong emphasis on developing national partnerships - and provide strategic leadership and management on overall fund development. This highly visible and influential role is ideal for a seasoned executive or ambitious emerging leader who desires the joyful experience of leaving a lasting legacy on our great state.

The Organization

Founded in 1986, the Foundation is a nonpartisan nonprofit organization committed to advancing the mission of the System. The Foundation, governed by a diverse Board of Directors, stewards the endowment, raises critical awareness and funds, and administers scholarship and award programs that recognize excellence. In addition, the Foundation supports public-private partnerships that drive innovation across our colleges, helping our System lead workforce development in North Carolina.

The Foundation Board is currently composed of 17 at-large and six ex-officio Directors, including the System President, State Board Chair, and one representative from the NC Association of Community College Presidents, the NC Council on Resource Development, the NC Association of Community College Trustees, and the NC Economic Development Association.

Over the last two years, the Foundation Board invested in the organization’s capacity to deliver greater community, economic, and workforce development value for the System and state. In 2023, the Foundation Board received a capacity-building report from *moss+ross* and hired its first full-time Executive Director. In 2024, the Foundation Board set the three-year strategic direction for the organization with a focus on fundraising, driving awareness, and innovating. Going forward, the Foundation, System, and State Board are aligned and collaborating on a multi-year comprehensive campaign with the Foundation serving as managing director and CCS Fundraising conducting the feasibility study.



The Partners

NC Community College System Office

At the heart of educational innovation in our state, the System plays a key role in shaping the future of education. Far more than an administrative body, the System is a hub of forward-thinking policies and solutions. It provides unwavering support to our 58 colleges and advocates for advancing education at every level. In an ever-evolving learning landscape, the System drives the community college system to new heights of excellence and opportunity.

NC State Board of Community Colleges

As the policy-making body of the System, the NC State Board of Community Colleges (State Board) plays an essential role in guiding the System’s strategic direction. Composed of 18 members appointed by the Governor, the State House, or the State Senate, and four ex-officio members, the Board oversees budgets, capital projects, and curricula statewide. Ex-officio members include key state officials such as the Lieutenant Governor, State Treasurer, Labor Commissioner, and the President of the North Carolina Comprehensive Community College Student Government Association (N4CSGA). Together, they align our community colleges with the needs of students, businesses, and communities throughout



North Carolina.

The Position

The CAO will report to and work in close partnership with the Executive Director to build the Foundation's new advancement office and generate private financial

resources that will propel the programs and goals of the System to the next level. This important position requires a visionary leader, experienced manager, and skilled advancement officer who is excited to build something new and comfortable operating as a solo, hands-on practitioner as they position the new advancement office for future growth and expansion.

The successful CAO will be a:

- **Visionary Leader** - Communicate the System's shared vision, inspire others to partner and be part of the solution; see the potential for the future advancement office and drive towards a world-class advancement function with a high-performing team.
- **Experienced Manager** - Design and implement the new advancement office complete with best-in-class development programs and procedures, and technological solutions for rapid yet durable growth; maintain processes with diverse stakeholders.
- **Skilled Advancement Officer** - Demonstrate deep knowledge of and experience with the fundraising process, including the technical skills, disposition, and emotional intelligence necessary of an effective chief advancement officer.

Key Responsibilities

Visionary Leader

- Communicate the vision for NC Community Colleges and persuade private sector partners to join in the shared work ahead.
- Develop the vision for a world class advancement office at the Foundation and cast that vision with the Foundation Board, State Board, and System leadership team to inspire enthusiasm and engagement.
- Proactively engage leaders from the 58 colleges and their respective foundations with open, transparent communication that earns their trust, support, and collaboration.

- Actively seek and secure opportunities to participate in convenings that drive awareness and funds for NC Community Colleges.
- Build a high performing team of contractors and future advancement office staff members and lead them in a way that releases positive energy and ensures that the team works hard, smart, and together.

Experienced Manager

- Design and implement all development programs, procedures, processes, and technological platforms for an effective and efficient advancement office that delivers exceptional campaign activation as well as annual giving, planned giving, major gifts program, event sponsorships, and in-kind donation coordination.
- Coordinate with diverse stakeholders (e.g., System staff and contractors) to maintain the new advancement office programs, ensure smooth operations, and evaluate performance annually. Also, coordinate with the leadership at the 58 colleges and their respective foundations to ensure clarity in roles, goals, and ways of working when fundraising for regional and statewide partnership projects.
- Develop the advancement office's 3-5 year strategic plan and annual operations plan with budget and specific, measurable, achievable, relevant, and time-bound goals.
- Report on the Foundation's fundraising and advancement office performance regularly to the Executive Director and monthly to the fundraising committee, and prepare quarterly reports and presentations for the Board
- Recruit, train, and retain staff (e.g., contractors, FTEs, interns, and volunteers as the advancement office grows) to deliver on goals.

Skilled Advancement Officer

- Serve as the Foundation's lead fundraiser and direct the final design and activation of the NC Community Colleges first major fundraising campaign in decades.
- Direct the Foundation's overall fundraising process, including the development of assets that make the case for support, the identification and qualification of prospects, the cultivation of prospects, the solicitation of gifts/application for private grants, the stewardship of contributions, the recognition of donors, and the ongoing relationships management with donors.
- Be a sincere, passionate, visible, and well-informed advocate for NC Community Colleges, drawing on a thorough knowledge of the organizations' histories, programs, and major milestones; key leaders, volunteers, and donors who have contributed to their success; current goals and needs; and future statewide and national aspirations.

- Serve as an active partner with the Executive Director to set and achieve strategic and financial goals and ensure accountability to the Board. Collaborate with the Executive Director on managing the portfolio of top donors and prospects while also effectively carrying a substantial personal donor portfolio as well.
- Have a growth mindset; continue to develop the emotional intelligence, tactical skills and experience, and overall disposition necessary to be a powerful and effective fundraiser; and maintain and share current knowledge of best practices, trends, and innovations in philanthropy, post-secondary education, and workforce development.
- Empower the Foundation Board, State Board, and System leadership to be effective fundraisers through formal and informal professional development experiences that build their confidence and expertise, and when relevant, provide similar offerings to the 58 colleges and their foundations.

Required Experience

Minimum Education

- Degree from a two-year community college or four-year college or university or equivalent; Advanced degree a plus.

Minimum Experience

- Personal commitment to the mission and vision of NC Community Colleges and a passion for workforce development and student success.
- At least seven years of successfully leading a fundraising program, preferably in an education or workforce development-related nonprofit organization, and a working knowledge of advancement office functions, including annual giving, planned giving, major gifts, event sponsorships, and campaigns.
- Knowledge of North Carolina's philanthropic landscape and the national network of education and workforce development grantmakers.
- A proven record of success in achieving or exceeding ambitious revenue targets, preferably the successful solicitation of 6-figure to 8-figure gifts.
- Demonstrated success in grant writing and grant management and/or success in directing external grant writing contractors.
- Demonstrated ability to effectively and persuasively engage with a wide variety of individuals, including high-wealth donors and corporate, civic, education, philanthropic, and community leaders.

- Ability to develop, implement, and maintain programs, policies, processes, and a staffing model necessary for a successful advancement office.
- Excellent written and oral communication skills, active and thoughtful listener and engaging storyteller.
- Experience with and commitment to selecting and using a donor database and other tools to track performance and report on progress, and use results to inform strategy, actions, and continuous improvement.

The Location

**The Foundation office is located in Raleigh, NC, the CAO role will be hybrid, and frequent statewide and national travel are required.*

North Carolina has ranked as a Top State for Business for the last five years, earning the #1 spot in 2022 and 2023. The City of Raleigh is the capital of North Carolina, home to several colleges and universities and abundant arts, culture, and recreational opportunities.

Fueled by an impressive mix of education, ingenuity, and collaboration, Raleigh and the surrounding “Research Triangle” region routinely rank among the nation’s best places to live, work, and play. Home to more than two million people, the Triangle area of Raleigh-Durham-Chapel Hill combined has attracted hundreds of companies to the region, helping to make it the largest research park in the United States. Perfectly positioned midway between the coast and the Appalachian Mountains, the Triangle offers residents a beautiful place to call home.



And while the region continues to grow and offer a superior quality of life, the cost of living remains reasonable.

Equal Employment Opportunity

Commitment to Non-discrimination and Diversity: All candidates for the Chief Advancement Officer position will be treated equally without regard to race, color, religion, gender identity, sexual orientation, national origin, age, disability, veteran’s status, or marital status.

Salary and Benefits

To attract a visionary advancement professional with strong management ability and outstanding fundraising skills, the Foundation is offering a comprehensive employment package with a salary range of \$110,000 to \$120,000 commensurate with experience and generous employee benefits, including medical, dental, and vision insurance; 401k retirement plan; life insurance; and paid vacation and holidays.

Apply Now

To Apply: Please upload a resume and a cover letter addressed to Katie Loovis, Executive Director, by December 1, 2024, by [applying here](#). Applications will be accepted until the position is filled. The consulting firm of *moss+ross* is assisting the Foundation with this search.

Questions: ncccfsearch@mossandross.com

North Carolina Community Colleges Foundation
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<https://www.ncccommunitycolleges.edu/about-us/foundation/>