

Position Announcement – Red Rocks Community College

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HERE**

Position Title	Executive Director, Institutional Advancement
Campus Location	Lakewood Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood, CO 80228
Salary	\$89,101/annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Spring 2020
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	Sunday March 01, 2020
Job Type	Full time
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please click here .
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	<p>Leave Accruals</p> <ul style="list-style-type: none"> • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) <p>(Over 12 months, based on full time appointment accruals)</p> <p>Other Leave</p> <ul style="list-style-type: none"> • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • Holidays Observed: 10 Four Holidays are observed on an <i>alternate schedule</i> (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year's Day, resulting in campus being closed from Christmas Day through New Year's Day, with eligible employees on Holiday Leave! • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Red Rocks Community College seeks applications for a full time Executive Director of Institutional Advancement.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our [Vision and Mission](#), which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the [RRCC Inclusion & Diversity](#) webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Department Information:

The RRCC Foundation, a 501(c)(3) non-profit organization, was established in 1991 with the vision of removing the financial barrier and helping students of all income levels to have access to higher education. Now, more than 28 years later, generous supporters have provided more than \$17 million in donations allowing the Foundation to award more than 6.4 million dollars in scholarships and over 5.6 million dollars for other Red Rocks Community College programs, and assisted nearly 3,800 students in meeting their educational and life goals.

In addition to its extensive and award-winning [Foundation Scholarship Program](#), the RRCC Foundation is engaged in several other program areas, including the [Faculty Teaching Chairs](#), the Foundation Board of Director's Innovation Grant Program, the [Mini-Grants and Dr. Agneta Albinsson Grants](#), [Employee Book Fund](#), and supporting other college initiatives. The Foundation continues to meet its goals with help from generous supporters who believe in [the transformative power of education \(link is external\)](#).

Summary of Position:

The position of Executive Director for Institutional Advancement provides broad oversight for all functions of the institution's Foundation Office, Grant Development, Strategic Partnerships, Government Relations, Community Relations, and Alumni Relations. The Executive Director has oversight of and provides direction for the creation, coordination and execution of all fundraising, relationship building, and strategic partnership efforts on behalf of the College.

Required Qualifications:

- Master's Degree in business, higher education administration, management, communication/marketing, social sciences or a closely related field.
- Five (5) years of professional leadership and management experience in a non-profit setting or in managing a business enterprise.
- Three (3) experience in organizational management including decision making, issue resolution and resource management.

Preferred Qualifications:

- Certified Fundraising Executive certification (CRFE)
- Experience working in a higher education foundation/fundraising environment.
- Experience in developing strategic partnerships.
- Experience in cultivating Planned Gifts.
- Experience with Capital Campaigns.
- Experience in building upon community, government, and workforce relationships.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:

- Strong networking abilities that include evidence of verbal and written communication skills.
- Communications skills with the ability to accurately give, receive and interpret information and the ability to persuade and get people to agree to a course of action.
- Proficient in team development and program management.
- Proven track record in fundraising including major gifts.
- Excellent process management skills, financial operations experience and computer proficiency with development software (i.e., DonorPerfect) and Microsoft Office products.

Description of Position:

- Responsible for the RRCC Educational Foundations Operations, Annual Giving, Major Giving, Planned Giving, Capital Fundraising, Donor Stewardship, Alumni, and Foundation Programs.
- Direct and manage all fiscal responsibilities of the Foundation as well as of the actions and activities of the Foundation Board.
- Serve as the Executive Director of the Foundation overseeing the administration of programs and strategic planning of the foundation as well as managing fundraising, marketing and community outreach.
- Manage the affairs of the RRCC Foundation, staff the board and committees, and assure timely compliance with all legal and fiduciary requirements.
- Serve as the College's Development Officer.
- Participate in development activities including individual meetings with donors, prospects and campus constituent groups.
- Act as primary development liaison to both campus communities.
- Coordinate the development and implementation of Strategic Partnerships to utilize the partner's strengths to position the College as a both a leader and key stakeholder within our service area, state and nation.
- Engage in development activities to increase foundation assets and respond to student needs through the creation and implementation of a comprehensive development and alumni relations plans.

- Engage with the various outside stakeholders within the College's service area to take part in the Colleges academic, service and philanthropic programs. The stakeholders include but are not limited to: government relations, community relations, alumni relations, business partners, community organizations, chambers of commerce, school districts, economic development associations, service clubs, non-profits.
- Direct, supervise, and evaluate the work of support staff.

How to Apply:

Complete applications must be received by 11:59 p.m. on Sunday March 01, 2020. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial)

Additional upload sections are available in the application to include ***optional*** attachments.

Please note the following prior to beginning your application:

1. Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
2. As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
3. You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
4. Once you submit your application, you will no longer have an opportunity to review or make changes.
5. You will receive a confirmation email once your application has been received.

Benefits:

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please [click here](#).

The Assessment Process:

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. The committee will review all applications received by the closing deadline listed on this announcement to determine if applicants meet required qualifications. The committee will complete a secondary review of applications that meet required qualifications to determine applicants that align more closely with the listed

qualifications. The top applicants from this assessment process receive an invite for the first round of committee interviews.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:

An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or

complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228, phone 303.914.6298, email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228, phone 303.914.6224, email deborah.houser@rrcc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417. Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.