

# MSU-Northern Foundation

## Open Position: Executive Director/CEO

The MSU-Northern Foundation (Foundation) is the recognized philanthropic body of Montana State University Northern (University). The Foundation is responsible for fiscal management of all charitable contributions made to the University and to fulfill the University's goals and donors wishes. Additionally, the Foundation engages alumni, donors, and the community via fundraising and stewardship events throughout the year.

### **Job Description:**

We are looking for an outgoing person to lead a four-person team located on the MSU-Northern campus. As Executive Director/Chief Executive Officer (CEO) of the Montana State University – Northern Foundation, the individual is the chief executive and administrator of the Foundation. In this capacity, the Executive Director is responsible for and has the requisite authority for the management of the Foundation and coordination of the activities between the Foundation, University, donors, alumni and others. The Executive Director of the Foundation shall actively promote a favorable image of the Foundation and the University with the general public. The Executive Director has the ultimate responsibility for investing, administering, and accounting for all endowments and other gifts, for the benefit of Montana State University Northern.

The Executive Director functions as the chief fundraiser for the University, working with the Chancellor of MSUN to oversee a University-wide review system for all fundraising projects, and coordinate fundraising priorities with the context of the University's strategic plan and goals. The Executive Director directs, cultivates, and maintains a high profile for University fundraising and benefactor relations.

### **Salary and Benefits:**

- Competitive Salary \$80,000-\$100,000 annually depending on qualifications and experience
- Opportunity for additional compensation based on performance
- Full Benefits Package

### **Responsibilities include, but not limited to:**

- Coordinate with the University, (including chancellor, academic deans, university administrators) and the Foundation Board to maintain a sustainable flow of revenue and to integrate the University's fundraising expectations.
- Plan and manage fundraising campaigns designed to fortify the University endowment, build University infrastructure, and to ensure that the University achieves its mission for generations to come.
- Train, mentor, and manage Foundation personnel, volunteers, and others, in their roles as fundraisers and develop solicitation strategies for prospects.
- Establish annual productivity targets for fundraising as the basis for annual evaluations for University and Foundation staff.
- Develop, analyze, and maintain budgeting, accounting, reporting procedures, and investment practices to ensure compliance with the fiduciary requirements of the Foundation and the University in order to sustain the public trust.

- Direct the operations of the Foundation and provide oversight of the University's alumni relations program.
- Develop and implement major gift campaign strategies, including fundraising budgets, individual, corporate, and foundation funding proposals, campaign-related materials, annual reports, press releases, website preparation, donor/prospect databases, brochures, letters and newsletters. Evaluate existing benefits and privileges to donors and analyze the degree to which recognition and credit for support is desired.
- Coordinate visits with major and potential benefactors for the University Chancellor, Foundation Board members, fundraisers and key volunteers.
- Lead Trustee and Committee meetings as necessary. Represent the Foundation at University leadership meetings.
- Coordinate outreach with the Foundation staff as it relates to appeals, public relations, marketing, social media and website.

**Required Experience:**

Bachelor's Degree

Experience managing and mentoring people

Business acumen

Possess excellent oral, written, and interpersonal communication skills

Experience managing timelines and working towards goals

Working knowledge of the Microsoft suite of products; specifically, Word, Excel and Outlook

Willingness to work under the direction of a volunteer board.

**Preferred Qualifications:**

Master's Degree

Nonprofit or experience working at a college or university

Team player and outgoing personality

High level of computer knowledge and abilities

Aptitude for working with a wide variety of constituencies

Able to prioritize and juggle multiple priorities congruently

Ability to be flexible and adaptable

**Physical Demands:**

Office environment with some indoor and outdoor work for events

Occasional travel required

Must be able to lift up to 40 pounds - Setting up events includes physical demands such as lifting and setting up tables, transporting boxes, reaching overhead, etc.

Please submit your cover letter and resume to: MSU-Northern Foundation, Attn: Toni Pedersen, Director of Finance & HR, [toni.pedersen@msun.edu](mailto:toni.pedersen@msun.edu) , or drop your resume off at the MSUN campus; Cowan Hall Room 305.

For more details about the MSU-Northern Foundation, go to [www.msunfoundation.org](http://www.msunfoundation.org) .  
Position will remain open until filled unless otherwise decided.