**University of Wisconsin Oshkosh – Fox Cities Foundation**

**Position Description**

**Executive Director**

**Position Summary**

The Executive Director plans, designs and coordinates all aspects of the Foundation’s work and reports to the Foundation Board of Directors. The person in this position works in collaboration with the Foundation Board, UWO administrators working for the Fox Cities campus, staff at the Community Foundation for the Fox Valley Region, volunteers, and other UWO Fox Cities campus faculty and staff. The UWO Fox Cites Foundation is an affiliated organization of UW Oshkosh but the Executive Director for the UWO Fox Cities Foundation is not employed by UW Oshkosh.

**Position Responsibilities**

* Function as Foundation administrator, providing scheduling, communications and support for Foundation Board and Committee meetings and activities.
* Serve as the public representative of the Foundation and meet with other UWO campus foundation directors periodically.
* Annually review and file after Board approval the Memorandum of Understanding, the Operating Agreement, and the Affiliated Organization Report with the UW System.
* Prepare grant requests to individuals corporations and foundations.
* Identify and cultivate relationships with donors and prospective donors.
* Prepare and/or supervise all correspondence to prospects, donors, volunteers, and board members.
* Write or supervise preparation of all copy for fundraising materials, plan events in collaboration with board members.
* Develop a budget and strategic plan to increase the financial resources of the Foundation, and plan, coordinate and follow through the activities needed to realize that plan (including, but not limited to major gift and direct mail programs, special events and the annual fund drive.)
* Direct the day-to-day operations of the Foundation.
* Supervise the activities of any other staff members who may be hired, including, but not limited to, time sheet signing and annual performance reviews.
* Develop and effectively communicate a strong and compelling case for support, including raising public awareness of the Foundation.
* Advise and support the UWO administrators working for the Fox Cities campus on matters related to development.
* Oversee all functions related to the Foundation office to include record keeping, reporting, communications, recognition, and fundraising events.
* Prepare and present a report on activities at each meeting of the foundation board.
* Prepare the Foundation’s reports, including but not limited to the required IRS and State financial reports.

**Skills/Qualifications**

Bachelor’s Degree or any combination of work experience and education that provides the following skills and qualifications:

* Previous fundraising experience required.
* Ability to think strategically about the interactive dimensions of resource development.
* Exceptional organizational skills to manage and move forward a variety of tasks at the same time.
* Collaborative skills to team with the Foundation’s Board and UWO administrators working for the Fox Cites campus and to maximize synergies with campus personnel, volunteers, and other organizations.
* Comfort and effectiveness with a wide variety of people.
* Excellent communication skills, including the ability to listen to potential donors accurately and patiently, speak persuasively, write effectively and the ability to create effective presentations in various media.
* Knowledge of MS Word, Excel, Outlook. Comfortable with general office software. Able to set direction for Foundation use of social media, online donation management, website development.
* Understanding and commitment to the missions of both the Foundation and the UWO Fox Cities campus.
* Commitment to hard work, attention to detail, and persistence in follow-through.
* Enthusiasm for continued professional growth in Foundation work and resource development.

**Conditions of Employment**

This is a half-time position with potential to grow. Compensation will be reviewed annually by the Foundation Executive Committee. Vacation will be prorated based on two weeks for a full-time position. Sick leave will be prorated based on 6 days per year for a full-time position. This is an exempt, at-will position, serving at the discretion of the UWO Fox Cities Foundation Board of Directors. Work hours will be flexible dependent on work requirements.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.