

Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	FPCC Foundation Director	Position Type:	Full Time
Location:	Institutional Development	Date Closing:	5/1/26
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu <i>An Equal Opportunity Employer</i>	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. All College Transcripts 5. 3 Letters of Reference 	

Job Description

Job Purpose:

The Director of the Fort Peck Community College Office of Institutional Advancement is responsible for working to achieve the mission and financial objectives of the College. The position activities include fundraising, alumni relations, donor relations and administration of day-to-day operations and management of staff.

Specific responsibilities include development of annual goals and objectives; identification, cultivation, solicitation, and stewardship of annual, major, and planned giving prospects; conducting prospect research; planning and implementing events for the Office of Institutional Advancement. Must be an effective communicator and able to work in a collaborative environment.

Under the direction of the FPCC President, the Director will be responsible for developing a 5-year Strategic Plan with goals and objectives, and a comprehensive strategic communications plan that will enhance and strengthen the identity of the Office of Institutional Advancement, as well as the College. The Director will build awareness and interest, serve as a spokesperson and manage the flow of information to the public.

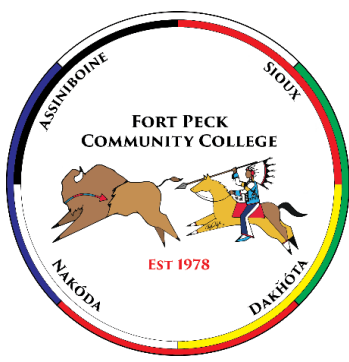
The Director will ensure that all FPCC policies and procedures are followed and adhere to FPCC financial practice as it relates to endowments, fundraising, scholarship awards and budgets.

The Director will serve as the chairperson of the Investment Committee to ensure compliance with the investment policy and keep abreast of current trends that may affect the portfolio of the Office of Institutional Advancement. This will include reviewing the investment portfolio performance quarterly and reviewing investment strategies and decisions.

Duties:

Office of Institutional Advancement Infrastructure

- Create office systems to support Office of Institutional Advancement projects and operations.
- Develop Annual Goals and Objectives for the Office of Institutional Advancement.
- Supervise donor and gift record keeping.
- Coordinate Foundation research activities.



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- Oversee the management of databases and all records, files, and gift processing.
- Manage pledge reminders and acknowledgement programs.
- Coordinate volunteers.

Fundraising

- Design, implement and manage all fundraising activities including annual giving, endowment and capital campaigns, special projects, and other school-related solicitations.
- Set annual fundraising goals with the approval of the President and track progress against them.
- Manage all strategies and activities for donor cultivation, solicitation, and relations.
- Create and execute a strategy for a large sustained base of annual individual donors.
- Secure financial support from individuals, foundations, and corporations.
- Maintain contact with and develop grant proposals for foundations and corporations.

Alumni Relations

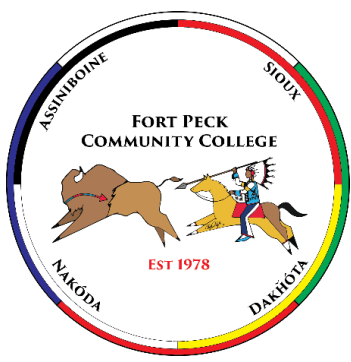
- Manage and maintain the alumni database.
- Organize and support an alumni association.
- Organize alumni events, collect news and information about the members of the alumni for publication, and keep accurate records of the school's alumni.

Communications

- Maintain strong communication with FPCC President, Foundation Board and donors.
- Create and implement a communication and promotional plan for the Capital Campaign with the input and approval of the Foundation & FPCC Board of Directors.
- Work closely with FPCC senior management to align fundraising efforts with the college's overall organizational goals.
- Develop and maintain ongoing relationships with major donors.
- In consultation with the FPCC senior administration and FPCC marketing committee, write the annual report.
- Oversee the writing and disbursement of press releases to journalists and broadcast media.

Skills:

- Candidates must have excellent written and verbal communication skills, computer proficiency and excellent interpersonal skills.
- Applicants must demonstrate ability to set priorities, have strong organizational skills and ability to handle multiple tasks and meet deadlines.
- Applicants must have demonstrated ability to construct the creation and use of appropriate messaging, the creation of fund development opportunities, and the development of training opportunities for staff and key volunteers.
- Ability to identify, cultivate, and solicit major gift prospects, as well as assist team members to do the same.
- Must have proven ability to think strategically and conceptualize and describe funding needs in a way that is compelling and comprehensive to the potential donor.
- Must have experience in establishing, implementing, and delivering messages on behalf of an organization or campaign to achieve a defined goal and objective.



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Educational Qualifications:

- Bachelor's Degree required in Business, Marketing, communications or related field or 10 years of experience in non-profit leadership and management. Master's Degree preferred.

Additional Requirements:

- Three years of experience working collaboratively as part of a development team for a non-profit entity.
- Familiarity or proficiency with nonprofit data management systems.
- Familiarity or proficiency with legal and accounting requirements for 501(c)(3) charities.
- Work experience in Native Communities.
- Commitment to the Mission of FPCC.
- Understanding of Cultural Diversity.

Non-Discrimination Notice

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Craig Smith, President
P.O. Box 398, Poplar, MT 59255
(406) 768-6310
csmith@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~