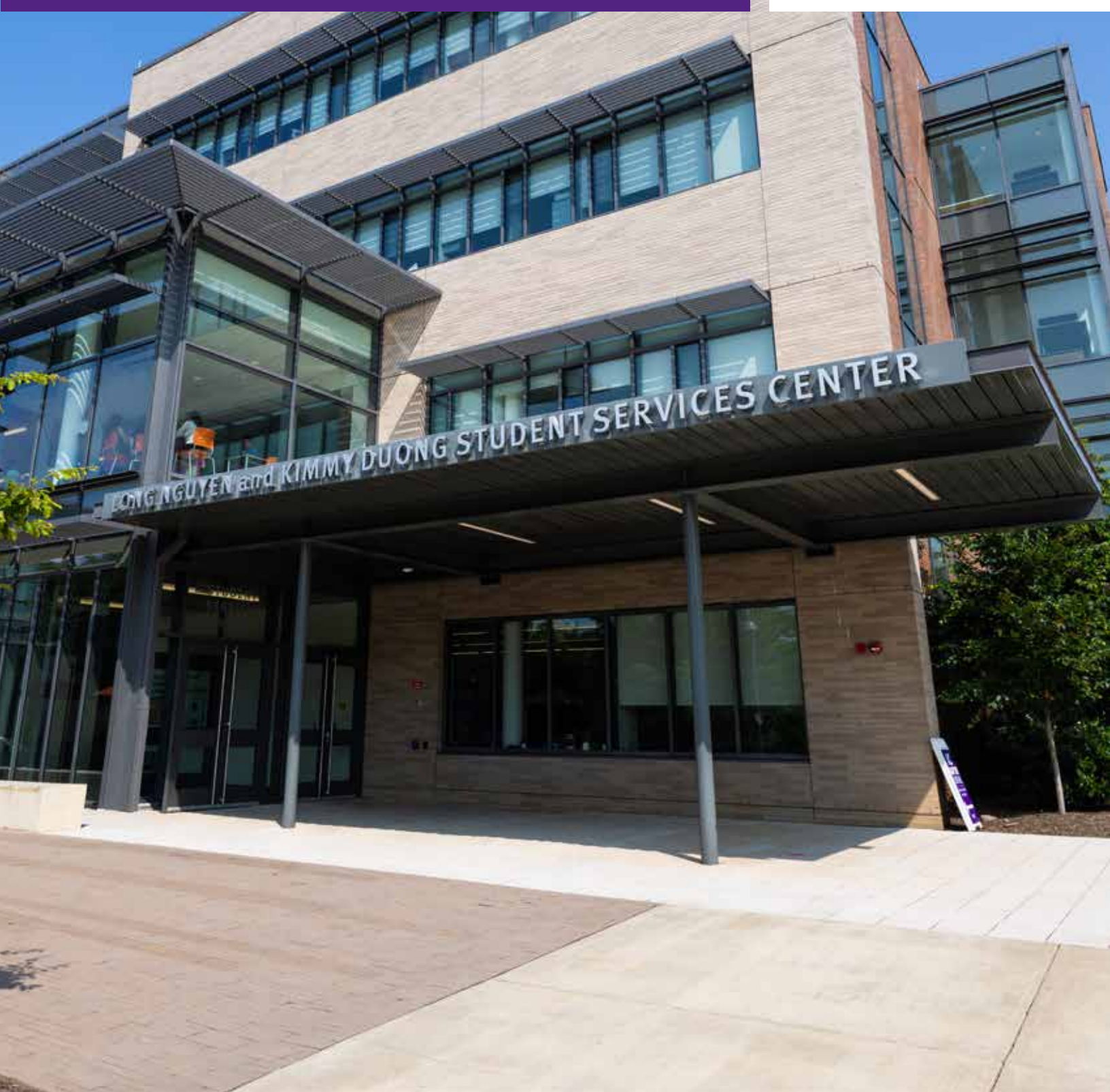


# SEARCH PROSPECTUS

Vice President for Development and  
Alumni Relations and Executive Director  
for the Montgomery College Foundation



# SEARCH PROSPECTUS

## Vice President for Development and Alumni Relations and Executive Director for the Montgomery College Foundation

### Contents

The Opportunity .....	2
Position Summary .....	3
Required Qualifications .....	7
Montgomery College Foundation .....	8
Montgomery College .....	9
Application Process .....	12
How to Apply .....	12
Compensation and Benefits .....	12



# The Opportunity

Montgomery College (MC) in Maryland invites applications for the position of Vice President for Development and Alumni Relations, and Executive Director of the Montgomery College Foundation.

This is a single, integrated role with two complementary areas of responsibility.

Reporting to Dr. Michelle Campbell, the Senior Vice President for Advancement and Community Engagement, the Vice President provides strategic leadership for the College's development and alumni relations efforts, including leading, collaborating with, and supporting a team of 20 professionals.

In their role as Executive Director of the Montgomery College (MC) Foundation - a separate 501 ©(3) organization - the individual serves as a non-voting ex officio member of the Foundation's Board of Directors. In this role, the Executive Director serves as the primary liaison to the Board. Leading with collaboration in the advancement of the College and Foundation's priorities, the Executive Director not only leads a team of 20 development and alumni relations professionals, but also works alongside a 26-member volunteer Board of Directors made up of business and community leaders.



# Position Summary

## Responsibilities and duties of the Vice President's position include:

### MC Foundation Leadership

The MC Foundation is governed by its Board of Directors, which hold full fiduciary responsibility for the Foundation's assets, investments, and endowment. The Executive Director serves in a critical partnership and support role to the Foundation Board as a strategic liaison, advisor and resource.

#### Duties include:

- Serves as the primary liaison between Montgomery College and the Foundation Board, ensuring strong alignment, communication, and collaboration while respecting the Board's fiduciary role.
- Works within the reporting relationships of, and in accordance with, the terms set forth in the Operating Agreement between the MC Foundation and Montgomery College.
- Serves as a thought-partner to the Board by providing strategic insight, relevant data, and forward-looking recommendations to inform decision-making and advance priorities.
- Recruits, onboards, and engages Board members, with a focus on fundraising, advocacy, and volunteer leadership.
- Ensures the development and implementation of appropriate board structure and policies; ensures the creation and implementation of foundation plans (e.g., annual plans, strategic plans, campaign plans, etc.) in support of Montgomery College's mission and priorities, as well as in coordination with the Advancement and Community Engagement Division and other College departments.
- Ensures the foundation and its staff are in compliance with all federal, state and local regulations with respect to 501(c)(3) organizations as educational foundations.
- Engages board members through committee work of the Foundation. Provides professional development opportunities and coaching to major gift officers who staff individual foundation committees.
- Provides guidance and leadership to the Strategic Planning Committee, in an effort to better align foundation activities with the strategic vision and transformational aspirations of the College. Acts as a liaison with the College to collect the data necessary to implement and track Strategic Plan goals.
- Ensures the success of ongoing fundraising efforts at the \$6 million to \$10 million per year level. Provides leadership toward meeting the current comprehensive fundraising campaign goals, in collaboration with the MC Foundation Board of Directors, the Campaign Council, the Senior Vice President for Advancement and Community Engagement, and the development and alumni relations team. This role involves setting strategy, ensuring disciplined execution, and partnering closely with internal and external stakeholders to drive philanthropic success.



# Position Summary (continued)

- Develops relationships between persons of influence and the College and the Foundation. Solicits influential leaders for financial support, advocacy, and involvement in board and other volunteer roles.
- Involves the Montgomery College Foundation Board in the identification, cultivation and stewardship of donors and prospective donors.
- Personally manages 40 to 50 prospects. Makes five to seven visits per month with prospects of \$100,000 or more gift capacity; with a strong focus on seven-figure principal gifts.
- Matches prospective donors with institutional needs.

## College Leadership

### Duties include:

- Oversees four areas (development, alumni relations, donor relations, foundation finance and operations) and leads a team of 20; directly supervises seven staff and provides effective supervision and guidance for the team.
- Provides career development opportunities for team members in support of their professional growth.
- Sets and implements annual and long-term fundraising goals in collaboration with the Senior Vice President for Advancement and Community engagement and staff.
- Monitors progress and evaluates results of the team's success.
- Collaborates with applicable college departments to assess the effectiveness of the Foundation's work related to student access, completion, and post-completion success.



# Position Summary (continued)

- Works with the Senior Vice President for Advancement and Community Engagement to successfully close the current \$50 million campaign by the end of 2028. Leads, plans, and implements campaign efforts for major institutional needs, including scholarships, program enhancements, and emergency assistance.
- Works closely with the marketing and communications team on messaging for campaign materials and donor events, including speeches by College leadership.
- Engages and involves the College President and Senior Vice President for Advancement and Community Engagement in the cultivation and solicitation of 25 to 30 influential leaders and prospects at the \$250,000-plus giving level. Involves other senior leaders across the College in major and principal gift solicitations of \$100,000 or more.
- Guides the development team in the creation of all meeting agendas and materials; develops viable major and principal gift prospect lists; and develops relationships with philanthropic and business leaders in the community.
- Oversees the marketing and branding of campaign fundraising and annual giving materials in alignment with the College brand, and in collaboration with the marketing and communications team. Works with the appropriate Advancement and Community Engagement team members in the creation of letters, proposals, and publications to persuade prospects to support College fundraising and program priorities.

## Financial Management, Foundation Finance and Operations, and Donor Stewardship

### Duties include:

- Assumes financial responsibility for the Foundation and oversees the Executive Director of Foundation Finance and Operations as well as Foundation finance staff with respect to budgeting, fundraising expenses, gift processing, etc.
- Ensures that all aspects of the Foundation remain compliant with federal and state laws and regulations and with the policies and procedures of the Foundation.
- Oversees all financial responsibilities and fiduciary management of foundation assets with the Executive Director of Foundation Finance and Operations.



# Position Summary (continued)

- Works with the Director of Advancement Services on customer relations management (CRM) software system issues and implementation related to the engagement of donors, parents, alumni, and friends of the College and foundation.
- Coordinates with the Director of Advancement Services on prospect research activities, wealth screenings, and feasibility studies.
- Oversees the management of the current financial database system with the Executive Director for Foundation Finance and Operations.
- Oversees donor cultivation and stewardship, planned giving opportunities, and scholarship development.
- Oversees development events and communications that complement development identification, cultivation, and solicitation strategies through foundation receptions, scholarship luncheons, the *Foundation Focus* newsletter, etc.
- Oversees the College operational budgets of the four reporting offices.

## Alumni Relations

### Duties include:

- Supports communications, events, and activities of the Montgomery College alumni office, which are led by the Alumni Relations Director.
- Supports communications, events, and activities of the Montgomery College alumni office, which are led by the Alumni Relations Director.
- Works with the Alumni Relations Director to engage alumni through advocacy, volunteerism, philanthropy, and meaningful alumni programs that strengthen their connection to the institution.
- Works with the Alumni Relations Director on the recruitment and engagement of the Montgomery College Alumni Association Board of Governors.
- Aligns the efforts of the Alumni Association with the Montgomery College Foundation's work.
- Increases alumni participation in giving and volunteerism, and develops metrics for evaluating the work of the alumni relations office.
- Coordinates efforts between annual giving and alumni relations to increase support of students and college initiatives.



# Required Qualifications

- Bachelor's degree in related field required.
- Master's degree in field related to business, development, fundraising, nonprofit management, or a field where knowledge and skills are transferable is strongly preferred.
- At least 10 years of experience in development with demonstrated success in the following areas:
  - Capital campaign planning and fundraising
  - Soliciting major gifts of \$100,000 or more
  - Principal giving; soliciting and securing seven-figure gifts
  - Annual giving
  - Planned giving
  - Donor stewardship and database management
  - Leadership and supervisory experience
- Expertise in major gift and principal gift fundraising strategies and visits.
- Knowledge of laws governing foundations.
- Expertise in planning, organizing, and directing comprehensive fundraising campaigns.
- Ability to write convincing, persuasive and explanatory letters and proposals.
- Ability to make presentations to internal and external groups on campaign plans, fundraising efforts, and major College initiatives.
- Ability to communicate clearly both orally and in writing to the College community.
- Effective in working independently and collaborating with internal and external constituents.
- Ability to plan, implement, and conduct fundraising/foundation-related and alumni-related special events.
- Ability to manage staff and communicate effectively.
- High proficiency in software packages such as: Word, Excel, PowerPoint, Ellucian products etc., as well as strong knowledge and prior use of emerging technologies.
- Expertise in developing and maintaining relationships with current and prospective donors and community members.



# MC FOUNDATION

## Foundation Mission

Montgomery College Foundation provides critical financial and nonfinancial resources for advancing the Montgomery College mission to transform student lives and enrich the diverse communities it serves. The Foundation's vision reflects two overarching aspirational themes that guide its work in support of Montgomery College:

### **Become a Catalytic Force**

1. Drive transformational impact through "big idea" initiatives.
2. Embrace innovation and an entrepreneurial mindset.
3. Strengthen business and community leadership engagement.
4. Commit to philanthropic excellence, including strong stewardship.
5. Support the College in fulfilling its role in serving the public good.
6. Demonstrate urgency and accountability - delivering on commitments in a timely manner.

### **Serve as an Influential Resource to Ensure Student Success**

1. Maintain a strong scholarship focus to meet growing demand.
2. Advance Montgomery College's student completion objectives.
3. Help remove economic and social barriers to education.
4. Prioritize and support diverse and vulnerable student populations.
5. Develop and enhance innovative student support services.
6. Balance access to high-quality education with resource constraints.

## Foundation Vision

The Montgomery College Foundation aspires to be an innovative and strategic partner, advancing Montgomery College's vision to serve as the community's institution of choice for transforming student lives in Montgomery County. In this role, the Foundation serves as a funder, ambassador, and facilitator, championing equitable access and robust academic opportunities to advance student success.



# Montgomery College

Chartered in 1946, Montgomery College has served the community with distinction and achieved a position of national prominence. Montgomery College is located in Montgomery County, Maryland—a vibrant, diverse, and economically robust community of more than one million people, with immigrants making up about one-third of the population. The county is adjacent to Washington, D.C., and 30 miles south of Baltimore.

The College is governed by a 10-member Board of Trustees appointed by the governor of Maryland. Montgomery College serves nearly 45,000 credit and noncredit-seeking students on three campuses in Germantown, Rockville, Takoma Park/Silver Spring, and in our new East County Education Center. It also includes a collegewide Workforce Development and Continuing Education unit, training centers in Gaithersburg and Wheaton, a central administrative services center, community engagement sites, and other off-campus locations.

Montgomery College is a Minority Serving Institution (MSI), a Hispanic Serving Institution (HSI), and an Asian American and Native American Pacific Islander Serving Institution (AANAPISI). The College is highly visible in the community and enjoys extraordinary support from the Montgomery County government; local representatives of state government; educational, business, and civic leaders; its two foundations; alumni; and the general community. This support has been essential to Montgomery College's operation as a high-quality, affordable, and accessible higher education institution. The College is widely recognized for the quality and scope of its programs in the arts and humanities, business, engineering and science, developmental education, health sciences, many career areas, workforce development, and trades.

The College's Board of Trustees, composed of leading citizens of Montgomery County, provides effective stewardship for the College, including a record of positive, supportive relationships with its chief executive officer and responsiveness to both student and institutional needs.

Affordable



**Save nearly 50%**

Compared to public four-year schools

Supportive



**17:1**

Student-to-faculty ratio

Exceptional



**Top 100**

Nationally recognized for top-tier graduation rates and return on investment.

Flexible



**500+**

Online credit classes available

# Montgomery College (continued)

## OUR MISSION

Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

## OUR VISION

Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

## OUR VALUES

- Equity and Inclusion
- Excellence
- Integrity
- Respect
- Innovation
- Adaptability
- Sustainability

## Campuses

The College has three campuses and an East County Education Center. The Takoma Park Campus opened in 1950 and was later renamed the Takoma Park/Silver Spring Campus when the west side of the campus was added in the early 2000s. The Rockville Campus opened in 1965, the Germantown Campus in 1978, and the East County Education Center in 2024.

The College's Germantown Campus, located in "DNA Alley," is home to the Bioscience Education Center and the Pinkney Innovation Complex for Science and Technology at Montgomery College, or PIC MC. The campus is a hub of education, business, and entrepreneurship, where industry partners co-locate and actively interact with faculty and students to achieve both educational and economic success. The campus also is home to the Center for Early Education, a member of the International Association of Laboratory Schools. In addition to having a county-run business incubator, Holy Cross Germantown Hospital is located on the campus. The College is the only community college to have a hospital on its campus. During spring 2021, the campus hosted a mass vaccination site in partnership with the state of Maryland and Montgomery County.



# Montgomery College (continued)

The Rockville Campus is the largest campus of Montgomery College, serving about 15,000 students each semester. The community of faculty, staff, and students enjoys academic and cultural programs that reflect the international flavor of an exceptional suburban campus. The campus has a state-of-the-art Science Center—with a dinosaur skeleton in its atrium—and recently opened the new Long Nguyen and Kimmy Duong Student Services Center. The campus also houses the Robert E. Parilla Performing Arts Center.

The Takoma Park/Silver Spring Campus is home to several modern facilities, including the Gwendolyn and Morris Cafritz Foundation Arts Center and the Cultural Arts Center, which support the county's vibrant arts community. The campus is also home to the Health Sciences Center, where nurses, sonographers, and surgical technicians along with many other allied health professionals receive education and training. The Catherine and Isiah Leggett Math Science Center opened to students in Spring 2024.

MC'S newest learning location, which opened for classes Fall 2024, is the East County Education Center (ECEC). The 55,193-square-foot space features classrooms, training labs, and student advising space, while offering both credit and noncredit courses. The new center is the first step in MC's expansion into East County and expects to serve more than 1,000 students in the first year.



# Application Process

## How to Apply

To apply, candidates should visit the [Montgomery College Careers](#) webpage and submit their application materials via Workday. All applications submitted by **July 24**, will receive full consideration. The position will remain open until filled.

## Compensation and Benefits

Salary will be competitive and commensurate with qualifications and experience.

The Montgomery College benefits package includes generous paid vacation, sick time off, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plans, educational assistance, tuition waivers for employees and dependents, and wellness programming including onsite gyms, pools, and classes.

For more information about Montgomery College's comprehensive benefits program, please visit the [HRSTM Benefits](#) webpage.





240-567-5000 | [montgomerycollege.edu](http://montgomerycollege.edu)

Montgomery College is an academic institution committed to promoting equal opportunity and fostering diversity among its students, faculty, and staff.