



Director of Advancement and Foundation Relations Job Description

Job Title: Director of Advancement and Foundation Relations
Job Class: Administrative - Professional
Department: WSCO Foundation
Reports To: Vice President of Institutional Advancement
FLSA Status: Exempt
Compease: Grade 14
Approved By: President
Approved Date: 12/05/2025

I. Position Purpose

Working in conjunction with the Washington State College of Ohio (WSCO) President, Vice President of Institutional Advancement, Foundation Board of Directors, and Board of Trustees, the Director of Advancement and Foundation Relations plans, leads, and administers the WSCO Foundation and development. The Director will advance philanthropic giving through the WSCO Foundation. In coordination with the President and Vice President, will plan and execute the fundraising strategy for the Foundation in support of the College's mission, vision, goals, and needs. The Director will demonstrate resourcefulness, emotional intelligence, self-motivation, high energy, and strong verbal and written communication skills in strategy execution to increase giving to the College Foundation.

II. Duties and Responsibilities

ADVANCE THE COLLEGE'S MISSION, VISION, AND GOALS: The Director of Advancement and Foundation Relations will work with the Vice President of Institutional Advancement and other college leaders to identify mission, values, and the strategic goals of the college and create alignment with the WSCO's Foundation's goals. Will build positive relationships with WSCO employees, students, alumni, donors, and external partners. Will collaborate with educational institutions, community, civic, and professional organizations and will support continuous improvement, recruitment, enrollment, and retention strategies to advance student success.

LEAD AND MANAGE PHILANTHROPIC STRATEGY: The Director of Advancement and Foundation Relations will lead the planning and execution of philanthropic efforts for the WSCO Foundation. Will organize and mobilize the Foundation Board and its committees to furnish information, resources, and structure to assist with fundraising and ensure compliance with Foundation Board policy. Will manage the Foundation finances, budget, data, and day-to-day operations using available technologies.

MANAGE FUNDRAISING: The Director of Advancement and Foundation Relations will work collaboratively with internal and external stakeholders to develop and execute fundraising strategy to increase philanthropic support to advance the mission of the college. Work with donors to create funding proposals and agreements. Develop and implement a fundraising plan including annual giving, planned giving, major gifts campaigns, special events, and donor stewardship, appreciation, and solicitations. Will develop strategic cultivation opportunities and match prospect interests with philanthropic opportunities.

SUPPORT DONOR RELATIONS: In collaboration with the President, Vice President of Institutional Advancement, and the Foundation Board of Directors, the Director of Advancement



and Foundation Relations will implement strategies that grow and retain donors and strengthen donor relationships with alumni, employees, individuals, corporations, and private foundations. Will engage in community and civic organizations to raise awareness and promote involvement with the WSCO Foundation. Will provide leadership in the development of an alumni association. The Director will collaborate with marketing staff to create an annual event, activities, and communications schedule including but not limited to press releases, website, publications, and social media.

LEAD AND ALIGN FOUNDATION GRANT STRATEGY: The Director of Advancement and Foundation Relations will provide strategic leadership for the Foundation's grant initiatives in collaboration with the Grants Specialist. The Director will proactively identify and research funding opportunities that align with institutional priorities, project feasibility, and community impact. Will work closely with internal and external stakeholders to shape grant concepts, build relationships with potential funders, and support the development of strong, competitive proposals. In partnership with the Grants Specialist, the Director will coordinate the preparation and submission of applications to secure external funding.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The Director of Advancement and Foundation Relations will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, make decisions and solve problem; maintain confidentiality, positive communication, accurate records, and an organized, safe working environment; exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Minimum of a Bachelor's degree in Public Relations, Communications or related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- The role requires a highly resourceful individual with high emotional intelligence, self-motivation, and strong verbal and written communication skills who is experienced in project management and leadership.
- Experience in Advancement, Development, or similar role is preferred.
- Minimum of three years of related experience required.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).