



Wharton County Junior College Assistant WCJC Foundation Director

SALARY	\$60,071.00 - \$66,738.00 Annually	LOCATION	Richmond, TX
JOB TYPE	Administrative Full Time	JOB NUMBER	2501 A 001
DEPARTMENT	President's Area	DIVISION	Foundation
OPENING DATE	01/16/2025	CLOSING DATE	2/3/2025 10:00 AM Central

General Description

Reporting to the Director, WCJC Foundation and Advancement, the Assistant Foundation Director will lead, manage, develop and implement fundraising activities leading to successful closure of major gifts to support the mission of the Wharton County Junior College Foundation. The primary focus of this position is cultivating donors and prospects (individuals, corporations, foundations, alumni, etc.) with significant giving capacity to accomplish their philanthropic goals in the form of annual, major, and planned gifts. This strategic work involves extensive collaboration and active partnerships with university leadership, volunteers, and senior administrators to ensure existing and emerging constituents are best positioned with WCJC to provide maximum levels of philanthropic support for college priorities.

Requirements

The position of Assistant Foundation Director requires a bachelor's degree from a 4-year regionally accredited college or university. This position requires 4 years of related experience, a personal interest in the nonprofit environment of mission-driven institutions, a commitment to the mission and core values of WCJC, a customer-service orientation, and consistently applies excellence as a standard internally and externally. Fundraising with a college or nonprofit organization, donor management software, working with corporate and foundation prospects, and a current Certified Fund-Raising Executive certification are preferred. This position requires experience with regulations, guidelines, and procedures pertaining to fundraising. The position requires proficiency with Microsoft Word, Excel and PowerPoint, as well as social media page administration. A criminal background check is required.

To be considered for this position, all qualified applicants must attach to their online application (at <https://www.schooljobs.com/careers/wcjc>) the following documents:

1. Copy of college transcript(s) showing completion of a Bachelor's degree
2. Resume
3. Cover Letter outlining relevant work experience

All documents must be attached to one online application to be considered. Please re-open your application form to verify all documents are properly attached.

Agency
Wharton County Junior College

Phone
979-532-6947

Address
911 Boling Highway, Wharton, TX 77488

Website
www.wcjc.edu

Assistant WCJC Foundation Director Supplemental Questionnaire

* QUESTION 1

Do you have a bachelor's degree from a 4-year regionally accredited college or university?

- Yes
- No

* QUESTION 2

Did you attach your transcript showing your college degree(s) was conferred? The date your degree is conferred must be listed on the transcript. If your degree was received from a college in a foreign country, a Credential Evaluation from a member of the National Association of Credential Evaluation Services (NACES) must be attached to your online application. Members of NACES can be found on their website at <http://naces.org>.

- Yes
- No

* QUESTION 3

Do you have 4 years of related experience, and a personal interest in the nonprofit environment of mission-driven institutions, a commitment to the mission and core values of WCJC, a customer-service orientation, and consistently apply excellence as a standard internally and externally?

- Yes
- No

* QUESTION 4

Do you have experience with regulations, guidelines, and procedures pertaining to fundraising?

- Yes
- No

* QUESTION 5

Do you have proficiency with Microsoft Word, Excel and PowerPoint, as well as social media page administration?

- Yes
- No

* QUESTION 6

Work experience is required for me to meet the minimum qualifications for this position. I understand that if I do not include my work experience in my WCJC online application, I will not be deemed qualified for this position.

Yes

No

*** QUESTION 7**

To be considered for this position, all qualified applicants must attach to their online application the following documents: 1. Copy of college transcript(s) showing completion of a Bachelor's degree, 2. Resume, 3. Cover Letter outlining relevant work experience. Did you attach these items? Please note that your application will not be accepted without attaching these items.

Yes

No

*** QUESTION 8**

****** WCJC has multiple campus locations. I understand the responsibilities of this job may require travel from one location to another and/or that my working location and hours are subject to change at any time during my employment with WCJC to meet department/division needs to ensure student success at the College.*******

Yes

No

* Required Question