

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

Montgomery College (MC) is seeking a well-qualified, innovative, dynamic candidate for the position of Vice President for Development and Alumni Relations and Executive Director of the Montgomery College Foundation.

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. Montgomery College, a proud Minority-Serving Institution (MSI), Hispanic-serving institution (HSI), and an Asian American and Native American Pacific Islander Serving Institution (AANAPISI), is deeply committed to diversity and inclusion. It enjoys strong support from the Montgomery County government, local representatives of state government, educational, business, and civic leaders, its two foundations, alumni, and the general community.

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 their new East County Education Center. It also includes a college-wide 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.

Reporting to Dr. Michelle Campbell, the Senior Vice President for Advancement and Community Engagement, and with responsibility to the MC Foundation Board of Directors, the VP/Executive Director leads, manages, and oversees the MC Foundation and the development and alumni relations team. This position leads, collaborates with, and supports a team of 20 professionals and a 20-member board of directors.

Additional responsibilities include:

- Ensuring the success of ongoing fundraising efforts at the \$6 million - \$10 million per year level.
- Working with the Senior Vice President for Advancement and Community Engagement to complete the current \$50 million campaign by 2028.
- Ensuring the Foundation and its staff comply with all federal, state, and local regulations for 501(c)(3) organizations as educational foundations.

Professional qualifications for this position include:

- A bachelor's degree in a related field is required.
- A master's degree in a field related to business, development, fundraising, non-profit management, or a field where knowledge and skills are transferable is preferred.
- At least ten years of experience in development with demonstrated success in:

- Capital campaign planning and fundraising
- Soliciting major gifts of \$100,000 or more
- Annual giving
- Planned giving
- Donor stewardship and database management
- Leadership and supervisory experience
- Expertise in major gift fundraising strategies and visits.
- Knowledge of laws governing foundations.
- Expertise in planning, organizing, and directing comprehensive capital 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 orally and in writing to the College community.
- Effective in working independently and collaborating with internal and external people.
- 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, etc.
- Expertise in developing and maintaining relationships with current and prospective donors and community members.

Salary: \$126,683 – \$221,668

How to Apply

Greenwood/Asher & Associates is assisting Montgomery College in this search. Applications and nominations are now being accepted. Applications should consist of a substantive and illustrative cover letter addressing the qualifications and desired attributes listed above and in the position profile, resume/curriculum vitae, and a list of at least three professional references with full contact information and a note indicating the nature of your working relationship with each. References will not be contacted without explicit permission from the candidate.

Please direct inquiries, nominations, and application materials to:

Jeremy Duff, Vice President for Executive Search
Email: jeremyduff@greenwoodsearch.com

Maggie Mayes, Senior Executive Search Consultant
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Montgomery College is an academic institution committed to promoting equal opportunity and fostering diversity among its students, faculty, and staff.