

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	Foundation Director [Full Time/Benefitted]
APPLY BY	August 24, 2025
HIRE DATE	September 15, 2025
DEPARTMENT	College Foundation / Advancement
REPORTS TO	Executive Director of Advancement
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	August 6, 2025

SUMMARY

The Director of the Foundation is a strategic, visionary, and student-centered leader responsible for managing and growing the College's philanthropic efforts. The Director will lead fundraising initiatives, cultivate donor relationships, and oversee the administration of the Foundation with a strong focus on supporting student access, persistence, and completion through the Student Success Endowment. This position collaborates closely with internal and external stakeholders to advance the college's mission and expand equitable opportunities for all learners.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Fundraising and Development

- Serve as the chief development officer of the College Foundation, with primary responsibility for fundraising strategy and execution.
- Lead all efforts related to the Student Success Endowment, ensuring its growth, visibility, and impact on student outcomes.
- Cultivate and steward relationships with individuals, businesses, alumni, and foundations to secure major, planned, and annual gifts.
- Oversee campaigns, with emphasis on those related to scholarships, emergency grants, wraparound support, and student success initiatives.
- Collaborate with marketing and communications to develop compelling fundraising messaging and impact storytelling.

Foundation Leadership and Operations

- Provide strategic leadership to the Foundation Board, including recruitment, engagement, and governance.
- Assist Executive Director of Advancement with management of the Foundation's budget, investment strategy, and reporting in collaboration with the college's finance office and external advisors.
- Ensure compliance with all regulatory, legal, and ethical standards governing nonprofit and philanthropic organizations.
- Prepare and present reports on Foundation activities, fundraising progress, and endowment impact to the Board of Directors, College Leadership, and stakeholders.

Student-Centered Impact

- Align fundraising efforts with college priorities, particularly those focused on student access, equity, retention, and completion.
- Collaborate with Student Services, Financial Aid, and Academic Affairs to identify areas of greatest student need.
- Monitor and evaluate the use of Student Success Endowment funds to ensure they are making a measurable difference in student outcomes.
- Serve as an advocate for first-generation, low-income, and underserved student populations in all philanthropic planning.

Collaboration and Communication

- Act as a liaison between the Foundation and the College, ensuring transparency and alignment.
- Partner with faculty, staff, and administration to identify innovative opportunities for donor engagement.
- Represent the College and Foundation at community events, donor functions, and professional gatherings.

QUALIFICATIONS:

REQUIRED

- Bachelor's degree in nonprofit management, business, communications, or related field.
- Minimum of five years of progressive experience in fundraising, nonprofit leadership, or advancement.
- Demonstrated success in securing major gifts, managing donor portfolios, and leading campaigns.
- Strong commitment to student success and equity in higher education

PREFERRED

- Master's degree in a related field.
- Experience in a higher education setting.
- Knowledge of endowment management and scholarship fund administration.
- Familiarity with donor database systems.

SKILLS AND ATTRIBUTES:

- Mission-driven with a deep belief in the transformative power of education.
- Exceptional interpersonal and relationship-building skills.
- Strategic thinker with a results-oriented mindset.
- Understanding the rural perspective of the communities we serve.
- Excellent written and verbal communication.
- High integrity, discretion, and professionalism.

PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs

For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or **608.822.2314**. (TDD: 608.822.2072)

SALARY RANGES

D62: \$67,359.08 - \$97,670.88

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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| • Health Insurance | • Health Club Access | • Additional Voluntary Benefits |
| • Dental Insurance | • Wisconsin Retirement System Contribution | • Paid Time Off |
| • Vision Insurance | • On-campus day care (hourly rate charged) | |
| • Life Insurance | • College Savings Program | |
| • Long-Term Disability | | |
| • Health Savings Account | | |

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.