



Executive Director, NCSC Foundation

Kehoe Center, Shelby, Ohio

North Central State College is seeking a bold, relationship-driven leader to serve as **Executive Director of the NCSC Foundation**. This is a high-impact executive role for a proven fundraiser who wants to lead strategy, build lasting partnerships, and make a measurable difference in students' lives.

Reporting directly to the President, the Executive Director provides vision and leadership for all Foundation and development activities, working closely with the Foundation Board of Trustees, donors, alumni, and community partners.

What You'll Do . . . Key Responsibilities

Foundation Leadership & Fundraising (Primary Focus)

- Lead and grow all fundraising efforts, including annual giving, major gifts, scholarships, endowments, grants, special programs, and capital initiatives
- Develop and execute comprehensive fundraising strategies with clear goals, timelines, and performance metrics
- Cultivate and steward strong relationships with donors, alumni, business partners, and community leaders
- Oversee alumni engagement and donor outreach programs that build long-term loyalty and impact
- Plan and oversee fundraising events, campaigns, and donor communications
- Identify and develop new public-private partnership opportunities
- Serve as a visible ambassador for the College and Foundation in the community

Board & Organizational Leadership

- Partner with and support the Foundation Board of Trustees, including meetings, committees, recruitment, and strategic planning
- Foster a culture of philanthropy across the College, engaging faculty and staff in support of Foundation goals
- Serve on the President's leadership team as the primary advisor on Foundation and development initiatives

Department & Financial Management

- Lead and develop Foundation staff, setting clear expectations and empowering high performance
- Develop and manage the Foundation budget and ensure compliance with all College, state, and federal requirements
- Oversee Foundation financial operations, investments, and stewardship processes to ensure transparency, accountability, and growth

- Ensure consistent donor recognition, reporting, and stewardship

What We're Looking For:

Required

- Bachelor's degree in Business, Marketing, Communications, Public Relations, or related field
- Three (3) years of progressively responsible work experience in a position with responsibility for coordinating a variety of fundraising efforts (e.g. annual fund campaigns, capital campaigns, etc.)

Preferred

- CFRE certification
- Demonstrated success building donor relationships and generating revenue
- Experience with or strong appreciation for community colleges
- Proven leadership of boards, teams, and complex initiatives

Why You'll Love Working Here:

North Central State College is more than just a workplace—it's a family. We offer a supportive environment, opportunities for growth, and a generous benefits package that includes:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
 - 160 hours vacation
 - 120 hours of sick time/year
 - 16 hours of personal time/year
 - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC
- And more!

Application Review Begins: January 20, 2026

Position open until filled

(Posted January 6, 2026)

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College
Attn: Human Resources
2441 Kenwood Circle
Mansfield, OH 44906