



ALLIANT EDUCATIONAL FOUNDATION

**Executive Director
San Diego, CA
Job Announcement
January 2017**

“Education is the most powerful weapon which you can use to change the world.” - Nelson Mandela

Position Summary

Alliant Educational Foundation (AEF) seeks an entrepreneurial Executive Director who can develop our unlimited potential to make a significant impact on academic outcomes in the post-secondary education arena. AEF is in the process of transitioning from an organization that has been focused on managing existing funds and resources to one that will be proactively involved in outreach to foundations, corporations, high net worth individuals and the community at-large to support our mission and vision. With a talented staff and an engaged Board of Directors, we are enthusiastically poised to move forward with our future strategic initiatives.

The ideal candidate will have a strong track record of fund development success and the leadership ability to generate major revenue growth over the next decade. This is a remarkable opportunity for a candidate who is passionate about education and our mission, and has the strong desire to optimize impact on Alliant Educational Foundation, its constituents and stakeholders.

Our Mission

Alliant Educational Foundation's mission is to support post-secondary students from a diversity of backgrounds as they prepare for careers of service and leadership that improve lives in underserved communities.

We believe that all students deserve access to the best possible resources that promote knowledge, discovery, innovation in teaching, applied learning and practical problem solving. We work to provide funding that helps to ensure that such resources are available to support student success at Alliant International University and other institutions of higher education.

Organizational Overview

Alliant Educational Foundation was established on February 5, 2015 with a mandate to partner with Alliant International University and other institutions of higher education by providing a steady stream of funding that is dedicated to supporting student scholarships and faculty research grants that will enhance academic outcomes. <https://www.allianteducationalfoundation.org/>

Our Board of Directors and Staff members are a passionate group of individuals who believe strongly in the power of education. We strive to offer an array of resources to support post-secondary students and faculty members who want to make a difference in the lives of people from diverse, underserved communities.



Understanding that the field of higher education is changing rapidly, AEF is in a unique position to impact that change. To make the most significant impact possible on this shifting landscape, our vision is to seek out collaborative and strategic partnerships with universities, research facilities, government institutions, corporate entities and other foundations that share our passion for education.

Alliant Educational Foundation is a 501 (c) (3) nonprofit public benefit corporation. As we confidently move forward into the next phase of our growth, we are committed to providing strategic and responsive funding for scholarships and programs that enhance the well-being of future generations.

The Foundation's support shall include but not be limited to the following:

- Creating and supporting professional development opportunities that increase students' capacity to meet the needs of underserved populations;
- Providing scholarships to students from diverse backgrounds; and
- Promoting innovative and creative scholarly inquiry, research, service and training

Major Job Functions and Responsibilities

Fund Development:

The successful candidate must possess significant expertise in donor development and can coordinate efforts in all aspects of AEF's fundraising plan including, but not limited to, high net worth donors, foundations, corporations, events, annual campaign donors, direct mail appeals, marketing and on-line donations.

We seek a visionary leader who can create, implement and evaluate a long-range fund raising strategy and support our Board of Directors in their donor outreach efforts. The candidate must inspire donors about giving to the Foundation and reach out as the lead spokesperson of the organization while engaging and motivating both current and potential donors.

Relationship with Alliant International University:

Strong relationships and ready access to the leadership, faculty and staff of Alliant International University will be critical to the success of AEF's next Executive Director. The candidate must work closely with all University personnel to develop programs that will support their needs while optimizing donor and community support. The ability to connect potential donors with the University's faculty, staff, programs and future initiatives will be an important skill set for AEF's new leader.

Partnerships, Communications and Community Relations:

The successful candidate will have the vision to seek out strategic partnerships that will enhance the mission of Alliant Educational Foundation and possess the ability to collaborate effectively with universities, research entities, government institutions and other foundations that share AEF's passion for education.

She/he will develop and implement a comprehensive communications strategy for AEF, ensuring that all internal and external stakeholders are kept well informed of our plans to support Alliant International University and other institutions of higher education. The Executive Director must also create and manage a content library on all Foundation strategic and fund development initiatives that Board members and staff can leverage in supporting the Foundation's goals. This includes electronic and on-line outreach presentations as well as traditional donor collateral materials.

The candidate will serve as "the face of the Foundation" and must represent the organization in front of multiple constituents including donors and community stakeholders in a highly positive manner. This includes the ability to recruit, engage and inspire an active and enthusiastic group of Board members and employees to carry out AEF's strategic mandates and operational goals.

Staff and Financial Management:

The Executive Director will be responsible for managing full-time, part-time, and temporary office staff to execute the required functions of the Foundation's operations. The candidate must ensure that all positions are staffed with highly qualified personnel and be comfortable using and leveraging information technology for a highly productive and cost effective office environment.

She/he will be particularly well versed in managing the financial operations of a multi-million organization, including demonstrated working knowledge of federal, state and local government contracts and private foundation grants.

While creating a collaborative, inclusive and inspirational organizational culture, the Executive Director will also develop annual goals and performance evaluations for all AEF employees.

Collaboration with and Development of AEF's Board of Directors:

The Executive Director must have an excellent working relationship with the Board of Directors and the ability to effectively and concisely report operational status and progress. The Executive Director also must have a strong commitment to transparency and inclusiveness in working with the Board of Directors. The candidate must also ensure strong financial controls and reporting, be effective in recruiting, retaining and motivating Board Members and provide support for them to be effective in their community outreach to drive donor contributions.

She/he will also collaborate with the Board to develop short-term business plans and long-range strategic plans for the Foundation. In collaboration with the Board Development Committee, the Executive Director will work to identify and recruit potential new members for AEF's Board of Directors.

Knowledge, Skills and Experience

The Executive Director position for Alliant Educational Foundation is an exciting opportunity for an experienced, energetic and entrepreneurial candidate that thrives on driving dynamic growth for an organization that is now poised to have a powerful impact on the changing educational landscape.

Minimum Qualifications:

- Genuine passion for the mission of Alliant Educational Foundation
- An entrepreneurial and energetic spirit with an exceptional work ethic
- Significant and demonstrable expertise in creating comprehensive and impactful fund raising plans and campaigns involving individual donations, corporate/foundation grants, planned giving, special events, and similar development strategies
- Experience in cultivating and stewarding donors
- Demonstrated leadership success in progressively responsible assignments

- Financial acumen that includes trends assessment, fiscal health analysis, government contracts, foundation grants, business plan implementation, accounting software/systems and budget administration
- Experience with information technology, marketing, social media, database management and fund development software applications
- Success growing a business with infrastructure systems and procedures that support viable, effective and sustainable growth
- A strategic visionary who also possesses strong operational expertise, along with experience developing and implementing strategic and long-term plans
- Skilled communicator with excellent oral, written, consensus-building, negotiating and public speaking skills
- Track record of building alliances and partnerships with other organizations
- Ability to deal diplomatically and collaboratively with multiple constituencies that may have competing agendas
- Bachelor's Degree from an accredited college or university

Preferred Qualifications:

- Prior executive-level experience and work with a nonprofit Board
- Previous foundation and/or education related background and experience
- Experience with property management
- Masters Degree or post-graduate professional development training
- Experience directly managing an annual budget of \$1 million or more

This position offers a competitive salary and a comprehensive benefits package.

Janssen Nonprofit Recruiting is providing the search and transition services. Submission deadline is March 6, 2017.

To apply:

- Email a word document of your **resume and in a separate document, a cover letter** describing how your skills and experience meet the needs of the position and the organization. Preference will be given to those candidates whose cover letters offer a broader and deeper insight into their career history that is not already covered in their resumes. Include your LinkedIn URL.
- In the **subject line** of the email put your **last name and AEF**
- Submit both documents to **candidate@janssenrecruiting.com**

Thank you for applying for this position. All applicants will be considered. Only those with skills and experience most closely fitting the requirements will be contacted for interviews. If you do not hear from us, we will keep your resume on file in case, with your permission, we can refer you to another organization.

