



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

Foundation Director – State Program Administrator Manager

Full-Time, Unlimited Vacancy Notice

Posting Date: 6/06/2025

Are you a visionary leader with a passion for philanthropy and community engagement? Ridgewater College is seeking a dynamic Foundation Director to champion our mission through strategic fundraising, donor relations, and community partnerships. In this pivotal role, you will develop, implement, and manage a comprehensive fundraising and community awareness program that supports the college's mission and strategic goals. You'll lead efforts in annual, endowment, major, planned, and capital giving, while overseeing day-to-day operations, financial stewardship, and scholarship programs. As a key advisor to college leadership, you'll help shape institutional advancement strategies and serve as a prominent ambassador for Ridgewater in the community. This is more than a leadership role—it's an opportunity to make a lasting difference in the lives of students and the future of higher education.

Classification: State Program Administrator Manager

Campus: Hutchinson or Willmar (chosen upon hire)

Employment Condition: Full-time, Unlimited

Bargaining Unit: Managerial Plan - 220

Classified Status: Classified

Work Schedule: Monday – Friday (8:00AM-4:30PM)

Work Hours: 40 hours per week

Wage: \$84,063- \$121,522/ per year: \$40.26-\$58.20/ hourly

Anticipated Hiring Wage: \$84,063- \$104,000 (dependent on experience)

PCN: 00798622

Job Summary

The Foundation Director develops, implements, and manages a comprehensive resource fundraising and community awareness program that supports the mission and strategic goals of Ridgewater College and its Foundation. This role oversees fundraising and resource development operations, supervises Foundation staff, and provides leadership in setting and achieving fundraising goals, including annual, endowment, major, planned, and capital gifts. Key responsibilities include managing day-to-day operations, overseeing fund/financial accounting, and facilitating board member recruitment, onboarding, and development. The Director also manages scholarship and

WILLMAR CAMPUS

2101 15th Ave NW

Willmar, MN 56201

320-222-5200 | 1-800-722-1151

FAX 320-222-5212

HUTCHINSON CAMPUS

2 Century Ave SE

Hutchinson, MN 55350

320-234-8500 | 1-800-722-1151

FAX 320-234-8512

www.ridgewater.edu

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other Foundation programs, organizes friend- and fund-raising events, and promotes the Foundation within the community.

Additionally, the Foundation Director is the primary advisor to the Vice President of Enrollment & Advancement and the college President on all Foundation, fundraising, and alumni initiatives. This position involves significant discretion and substantial involvement in the development, interpretation, and implementation of institutional and program policies. The Director interfaces with a broad array of colleagues across the college, System Office, and the general public, serving as a prominent ambassador to generate publicity and cultivate community and corporate partnerships.

Principal Responsibilities, Tasks and Performance Indicators

- **Comprehensive Resource Development.** Provides strategic direction for the Foundation to develop and manage a fundraising plan including strategies to maximize event revenue, annual campaign contributions, and major gifts while fostering new partnerships.
- **Manage the Ridgewater College Foundation:** Provides leadership, direction and coordination on behalf of the Foundation Board to advance the work of the college and the Foundation.
- **Program Management:** Provides leadership, direction and oversight of grants, student scholarship and alumni relations programs. This includes responsibility for developing, implementing and maintaining various community outreach strategies.
- **Staff Management.** Lead, supervise, and direct department personnel.
- **Perform other duties as assigned.**

Minimum Qualifications *(required skills to enter the job; must be identified on application materials)*

- Minimum of four (4) years of experience in fundraising and/or non-profit management
- Demonstrated success in securing philanthropic gifts and meeting fundraising goals
- Proven experience planning and executing fundraising events or donor engagement activities
- Leadership and management experience in directing staff, setting priorities, managing change, planning, and organizing work.
- Strong financial and budget management skills, including experience with fiscal oversight, reporting, and compliance
- Excellent written and verbal communication skills, with the ability to communicate effectively (present to groups, verbally and in writing) and build and maintain effective relationships across a broad spectrum of stakeholders, including high profile individuals and diverse campus constituencies.

- Knowledge of nonprofit governance and compliance, including ethical fundraising practices and board operations.

Preferred Qualifications *(desired but not required)*

- Bachelor's degree in nonprofit management, business administration, communications, public relations, or a related field.
- Experience working in higher education or educational foundations, with an understanding of institutional advancement and donor relations.
- Demonstrated success in securing major and planned gifts, including proposal development and donor stewardship.
- Demonstrated experience in researching, writing, and managing grants from public or private funding sources.
- Experience working with a Board of Directors, including recruitment, training, and strategic engagement.
- Proficiency with donor management and CRM systems, such as Raiser's Edge, Salesforce, or similar platforms.
- Strong strategic planning and project management skills, with the ability to manage multiple initiatives and deliver measurable outcomes.

How to Apply

Apply online at:

https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/Hutchinson/Foundation-Director---State-Prog-Admin-Manager_JR0000002587

Online application is due by 11:59PM on June 30, 2025.

Applications must include:

- Cover Letter
- Online Employment Application
- Resume
- List of three professional references with contact information

Why Work For Us

GREAT BENEFITS PACKAGE! Minnesota State offers a comprehensive benefits package including:

- 11 paid holidays each year
- Medical Insurance (Single Coverage \$38.50 per month and Family Coverage is \$262.66 per month)
- Dental Insurance (low deductibles)
- Paid Parental Leave (six weeks)
- Employer paid life insurance

- Short- and Long-Term Disability
- Pre-tax Flexible Spending Accounts (Medical and Dependent Care)
- Retirement Plan
- Tax-deferred Compensation
- Generous vacation and sick leave

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/>.

Contact

If you have questions about the position, contact Felicia Telecky at felicia.telecky@ridgewater.edu or 320-234-8534.

Institution Information

MISSION: Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

VISION: Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

GUIDING PRINCIPLES:

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.
- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers.mmb@state.mn.us. Please indicate what assistance is needed.