



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: 5/18/2026

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 fundraising and community engagement program that supports the mission and strategic goals of Ridgewater College and its Foundation. This role oversees fundraising operations, supervises Foundation staff, and provides leadership in annual, endowment, major, planned, and capital giving. Key responsibilities include day-to-day operations, fund/financial accounting oversight, and facilitating board member recruitment, onboarding, and development. The Director also provides oversight of scholarships and other Foundation programs, organizes friend- and fund-raising events, and promotes the Foundation within the community.

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

A member of Minnesota State.
Ridgewater College is an affirmative action, equal opportunity employer and educator.
This document is available in alternative formats to individuals with disabilities upon request.

The Foundation Director serves as the primary advisor to the Vice President of Enrollment & Advancement and the college President on all Foundation, fundraising, and alumni initiatives. The position requires significant discretion and involvement in policy development and implementation. The Director works closely with internal and external stakeholders, serving as an ambassador to cultivate community partnerships and enhance the visibility of the Foundation.

Principal Responsibilities, Tasks and Performance Indicators

1. Foundation Management: Leads, directs and manages Foundation operation as a 501(c)(3) organization.
2. Comprehensive Resource Development: Provides strategic direction for developing and managing a comprehensive fundraising program.
3. Program Management: Manages grants, alumni relations, and community outreach; oversees scholarships.
4. Staff Management
5. 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.
- Demonstrated accounting and financial management skills, including experience with general ledger and/or fund accounting, 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 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.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/Hutchinson/Foundation-Director---State-Prog-Admin-Manager_JR0000004867

Online application is due by 11:59PM on June 15, 2026.

Applications must include:

- Cover Letter
- Online Employment Application
- Resume

Why Work For Us

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

- 11 paid holidays each year
- Medical Insurance (Single Coverage \$48.94 per month and Family Coverage is \$333.91 per month)
- Dental Insurance (low deductibles) (low deductibles; single coverage \$14.50 per month and family coverage is \$61.86 per month)
- 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.