

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	<b>BCTC Foundation Director</b>
<b>DEPARTMENT:</b>	Central Administration
<b>CLASSIFICATION:</b>	
<b>REPORTS TO:</b>	Foundation Board
<b>LICENSES/CERTIFICATIONS:</b>	None
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>A. Previous career and technical education administration leadership experience with demonstrated proficiency in leadership and communications.</li><li>B. Master of Education Degree in Career Technical Education Leadership preferred.</li><li>C. Excellent interpersonal skills in addition to written and verbal communications skills.</li><li>D. Experienced in the use of technology as a means of communicating with the public, the media, and other groups.</li></ul>
<b>POSITION GOAL:</b>	The Foundation Director will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of BCTC's non-profit foundation.
<b>PERFORMANCE RESPONSIBILITIES:</b>	<p>The essential functions of this position include, but are not limited to, the following fundamental duties:</p> <p>Essential Responsibilities:</p> <ul style="list-style-type: none"><li>A. Coordinate and administer fund raising campaigns.</li><li>B. Develop and manage an alumni program for the purposes of promoting BCTC and developing additional alternative funding sources.</li><li>C. Meet with alumni and their employers to communicate the foundation's mission.</li><li>D. Promote available tax incentive programs to businesses. Work with the BCTC Business Office to assist companies applying for tax credit programs such as Pennsylvania's Educational Improvement Tax Credit Program (EITC).</li><li>E. Solicit gifts and contributions from alumni, parents, businesses, and the public.</li><li>F. Research and develop innovative business partnerships that provide mutual benefit to the school and foundation.</li><li>G. Oversee the foundation's assets with assistance from the BCTC Business Office.</li><li>H. Coordinate the Public Relations activities of the Foundation.</li><li>I. Represent the BCTC foundation at scheduled public events.</li><li>J. Develop Partnerships with businesses, community-based agencies, business associations and individuals for the benefit of the school and the foundation.</li><li>K. Interact with the Business office on budgeting and finance issues related to the grants and the various funding sources of the Foundation</li><li>L. Plan and utilize foundation monies to support the initiatives of the foundation (scholarships, students in need, BCTC building and classroom needs, etc.).</li><li>M. Develop/create regularly scheduled newsletters for presentation to the JOC, PAC, Staff and public.</li><li>N. Develop and implement a foundation budget.</li><li>O. Review and approve payments.</li><li>P. Provide direction on content for a BCTC Foundation webpage.</li><li>Q. Support the continuous improvement process as necessary.</li><li>R. Other related duties or tasks may be assigned on an as-needed basis.</li></ul>

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- SPECIFICATIONS:** See attachment.
- TERM OF EMPLOYMENT:** Occasional, as needed to support Foundation needs.
- EVALUATION:** Performance in this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Berks Career and Technology Center Business Office of all reasonable accommodations that will be required.*

**BCTC IS AN EQUAL OPPORTUNITY EMPLOYMENT,  
EDUCATIONAL AND SERVICE ORGANIZATION.**