

## **Position Description Executive Director for Friends of Forman Christian College, Inc.**

### **SUMMARY**

The Executive Director is responsible for the development and implementation of an effective program of support for Forman Christian College (A Chartered University), Lahore, Pakistan. The primary focus of the position is to support the mission of Forman Christian College and to develop and lead the fundraising efforts on behalf of FC College in the USA and Canada. This objective will be accomplished through active personal involvement in fundraising as well as the supervision of all personnel and contractors, recruitment and support of Board members and volunteers. The Executive Director will report to the Board of Friends of Forman Christian College, Inc.

### **DUTIES**

The duties of the Executive Director are:

#### **1. Fundraising**

- Provide leadership to an active program of fundraising in support of Forman Christian College.
- Develop fundraising goals for each year in consultation with the Rector of FC College and Friends CFO seeking the approval of the Board of Directors of Friends.
- Implement a monthly and weekly program to cultivate and solicit gifts while thanking all donors for their contributions.
- Encourage endowment gifts, legacy, and planned gifts.
- Develop and maintain appropriate personal contacts with those who are potential donors or are already donors while managing donor retention.
- Develop and implement a funding plan utilizing volunteers, Board members, and fundraising services that leads to inviting financial partnership with a broad range of partners, some who give substantially and others who give more modestly, but all who give generously. This shall include:
  - A multi-year opportunity statement for partnership.
  - An organized strategy for making regular proposals to foundations.
  - A strategy of donor/mail list research including age/wealth overlay and opportunity audit to help identify potential faithful supporters and identify their particular interests.
  - Ensuring that the donor relations systems for FFCC are doing a good job of research, recordkeeping, reporting, and partnership support.

- Formulate and implement engagement strategies with a wide array of churches through mailings and cold calls, visits, pastor and member trips to Forman and pilgrimage trips with the Rector to areas of religious interest for donor cultivation.

## 2. Communications

Write, guide, and coordinate a regular, informative, attractive, and compelling stream of communications to Forman partners (current and potential) who pray, give, host visitors, and perhaps serve and travel with us.

- Oversee an engaging website and social media presence.
- Oversee newsletters and email communications highlighting Forman's educational mission.
- Use other advertising and electronic media as determined to be appropriate.
- Be the North American "voice" for Forman Christian College in concert with the Rector.
- Regularly provide prayer concerns and updates from Forman to church partners, Board members and other interested parties.

## 3. Business Leadership

- Ensure that Friends is in compliance with Federal and State requirements for 501(c)3 nonprofit corporations.
- Ensure that Friends of Forman conforms to best practices for nonprofit fundraising and organization.
- Set up, ensure training of employees, and maintain web-based meeting/communication tools.
- With the CFO, work to establish, maintain, and grow an endowment fund, communicating with current donors about distributions from their gifts.
- With the CFO, set up a proposed annual budget for approval by the Board, provide annual audit reports, and share strategic planning with the Board.

## 4. Chief of Staff

- Recommend organizational change as appropriate to meet the needs and opportunities presented by the environment, including contractors working for Friends.
- Recruit, supervise, and nurture paid staff and oversee an annual review process for all employees and contractors.
- Conduct at least bi-monthly, on-line staff meetings to coordinate progress towards organizational goals.

- Recruit and supervise volunteer fundraisers.
- Maintain a work environment that is efficient, safe, fair, and ethical.
- Negotiate separation agreements when necessary.

## 5. Board and Forman Responsibilities

- Identify and work with current Board members to recruit, orient, and develop future Board members.
- Work with all Friends Board members and their organizations in encouraging them as promoters and volunteer fundraisers for Forman.
- Work with the Chair to set the agenda and arrangements for Friends Board meetings. Work also with the Chair on Board development and training.
- Work with the Chair to encourage the faith aspect of Board membership and meetings.
- Support committees of the Board as needed.
- Keep Board informed of College projects and progress along with the Rector of Forman.
- Regularly interact with and support the Rector.
- As requested in coordination with the Rector, identify potential faculty and administrative leadership.
- Develop and implement a strategy for the effective deployment of the Rector of Forman Christian College when he/she is in the USA.
- Perform other duties (such as serving as a liaison with colleges and universities in the USA that could develop formal agreements with FCC or assisting with US accreditation) as requested by the Rector of FCC directly or through the FFCC Board.
- Coordinate with Forman's Rector about the current and future needs of the college and strategize with the Friends Board about the best way to meet these needs.
- Work with the Chair and Rector to ensure the proper use of the land to be entrusted to the Friends Trust.
- If requested by the Forman Board, oversee a Friends Board team searching for the FC College Rector.
- Conduct a self-review annually and accept the Board's candid feedback on performance as communicated through the Chair of the Board.

## **PREFERRED QUALIFICATIONS**

- Excellent oral and written communication skills.
- Strong organizational and interpersonal skills.

- Cross-cultural and/or Pakistan experience.
- Major donor and foundation fundraising experience.
- Senior leadership of College/University fundraising experience preferred.
- Energetic and willing to travel domestically and internationally 20-50% of working days a year.
- Church member in good standing with current involvement.
- Self-starter and initiative taker.
- Willingness to begin without much in the way of support staff.
- Desire and ability to expand and build an organization.
- Reasonable personal computer skills and competence in today's electronic environment.
- Excellent health and strong self-management work habits.

#### **POSSIBLE FUTURE DUTIES (as time allows)**

- Nurture and advise other international Friends of Forman Chapters (London, Korea).
- Develop and network human resources as advisors for future needs of the Friends Board (Friends advisors on Govt. grants, legal affairs, Muslim/Christian faith issues, etc.).
- Encourage former Board member connection and continued contributions.
- Serve as a Board member of Forman Christian College.

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Revised 8/9/2021

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