



POSITION SYNOPSIS:

Organization: The Imagine Fund, a scholarship granting nonprofit
Title: Director, The Imagine Fund
Reports to: Board of directors
Personnel: Primarily consultants
Salary range: \$55,000 – 65,000, with bonus possibilities
Office location: Lansing, Michigan

For more information: <http://www.theimaginefund.com>

Application process: Submit cover letter and resume to:
Board Search Committee
The Imagine Fund
222 N. Chestnut, Suite 200
Lansing, MI 48933

Board of Directors

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Orlan Worden, Ph.D.

✦

Mark A. Murray
Honorary Advisor

✦

Administration

Nanette Reynolds, Ed.D.
President and Co-Founder

Deadline for submission: **August 10, 2010**

INTRODUCTION:

The mission of The Imagine Fund (IFund), a scholarship granting organization, is ***to ensure access and expand equal opportunity to higher education for students based on their race, color, sex, ethnicity, national origin, and/or other cultural characteristics.*** IFund was formed in 2007 as a grass roots effort and in direct response to passage of Proposal 2006-02. This amendment to the state constitution, dubbed the *Michigan Civil Rights Initiative*, banned affirmative action in public contracting, public education and public employment. Of particular concern to the founders of The Imagine Fund were targeted college scholarships prohibited by the new law.

Having received its 501(c) (3) tax exempt status in February 2008, The Imagine Fund is separate and independent from the public sector, and can raise, manage, and distribute directed scholarships and serve as a vehicle for private donors to provide race, national origin and gender-specific assistance which Proposal 2 has banned. We are the first and only nonprofit in Michigan to serve the entire state and all students attending both public and private institutions of higher learning.

The board of directors has created the position of Director, The Imagine Fund to capitalize the organization by communicating our compelling vision; motivating and marshalling resources to achieve the mission; and ensuring that existing events, organizational plans and funding opportunities are pursued and substantially enhanced. Appointment as Director of The Imagine Fund will be a growth oriented opportunity.

The Director position is full-time, exempt, and will be appointed by and serve at the pleasure of the board of directors. It will supervise an administrative assistant, shared with the Michigan College Access Network (MCAN) and coordinate the work of at least five (5) consultants. This position is being filled as the current president & co-founder scales back on day-to-day responsibilities.

Since its inception, IFund has benefited from a virtual office arrangement, but effective August 2010 will share office space with MCAN, in a facility one block from the Capitol in downtown Lansing, Michigan.

POSITION SUMMARY:

Responsible for managing all fund development efforts of the organization, utilizing cultivation of relationships with corporations, foundations, organizations and individuals to seek new and renewed financial support for IFund scholarships and their operation. Engage in aggressive grant writing; and ensure consistent and timely progress in fundraising, including from public and private sources. Engage in regular travel around the state for purposes of networking and cultivation of donors.

The position reports to The Imagine Fund board of directors, currently with eight (8) members. Salary range: \$55,000 - 65,000, with possible bonus based on dollars raised. Travel and other reasonable expenses related to job responsibilities are reimbursable; and other benefits are negotiable. Job assignments may require working extended hours beyond the typical 8 – 5 work day.

DUTIES:

1. Implement The Imagine Fund's multi-year strategies for organizational sustainability, primarily fundraising.
2. Serve as "the face" of The Imagine Fund in public relations, marketing, and fundraising, and articulate the organization's mission and vision to advance all fundraising efforts.
3. Initiate and manage public and private fundraising opportunities and efforts and bring own professional skill and management style to development responsibility. Establish, maintain and monitor all policies and procedures to respect and honor donor intent.
4. Serve as staff to the board of directors. Orient all new volunteer leaders.
5. Engage in aggressive grant writing, including all phases from identifying potential donor, drafting proposal, preparing and monitoring budget, working with program officer, and writing evaluation and other reports.

6. Solicit donors of named and endowed scholarships. Identify non-profit organizations desirous of subcontracting management of their existing scholarship programs and market IFund's services to them.
7. Recruit, direct, and perform ongoing assessments of the work of any full and part-time personnel, consultants, contractors, student interns, and program volunteers.
8. Develop and manage budgets; manage all fiscal operations.
9. Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree (minimum) in public and/or non-profit administration, marketing, communications or related field.
2. Minimum of five (5) years professional fundraising experience, including major gifts, charitable gift planning and/or capital campaigns.
3. Minimum five (5) years leadership experience with a charitable or non-profit board, commission or public agency, including staff supervision, resource development, and financial management. Experience implementing the plans and policies of a board.
4. Strong and persuasive public speaker.
5. Proven success in asking for and closing 6-figure gifts and/or grants (minimum); maintaining long-term relationships with individual and organizational donors; and attending to gift management.
6. Ability to articulate The Imagine Fund's mission and vision and the data and research that provides compelling support for it.
7. Demonstrated success in identifying, cultivating, and soliciting donors from various constituencies, including racial, ethnic, gender and other cultural demographics, as part of strategy to garner scholarship, programming and annual operating support. Extensive grant writing experience with successful outcomes.
8. Solid supervision, relationship management, organizational and change management skills, effectively demonstrated in previous positions. Competency to provide leadership and facilitate interaction among multiple and diverse constituencies.
9. Flexibility and skill to manage IFund by leveraging constructive and effective relationships among and between diverse and multi-disciplinary personnel and volunteers; college access network partners; higher education officials and association leadership; and students, family members and others in their support system, all toward goal of increasing college graduation in Michigan.

10. Understanding of current philanthropic and public relations interests, in order to advance IFund's mission through substantial and creative fundraising.

11. Working knowledge of significant developments and trends related to :

- Michigan's progress with developing a collaborative state-wide college access network;
- barriers and challenges faced by students who are of color, first generation college attendees, and/or otherwise historically disenfranchised as they seek a college degree;
- effective strategies among support services for college success of same student demographics; and
- Michigan's economic recovery challenges and opportunities, including enhancing our state's college going culture and increasing our college graduation rate.

12. Strong communication skills, including:

- Broad based knowledge of principles, practices and techniques of written communications, and demonstrated ability to write funded proposals and
- Interpersonal skills used to foster effective relationships between The Imagine Fund and funding sources, and persuade prospective donor to give.

13. Computer proficiency, including word processing, spreadsheets, and social media. Ability to manage software including eTapestry and ScholarSelect, or comparable alternatives to these donor management and scholarship management programs.