



OKLAHOMA STATE UNIVERSITY
FOUNDATION

**President
Job Description**

*Reports to: OSU Foundation Board of Trustees
Supervises: Senior Leadership Team*

OSU FOUNDATION MISSION:

Uniting donor and university passions and priorities to achieve excellence

OSU FOUNDATION TRUE NORTH:

We raise, invest, and distribute philanthropic support for Oklahoma State University.

OSU FOUNDATION PRODUCT SCOPE:

We provide **private** support to **enhance** the University's ability to fulfill its **land-grant mission**.

PRIMARY PURPOSE

Provide strategic direction, planning, execution and oversight of the fundraising efforts for Oklahoma State University.

KEY AREAS OF FOCUS

The Oklahoma State University Foundation (Foundation) President, subject to the direction of the Foundation Board of Trustees, has general supervision and control over the affairs of the Foundation, including fundraising programs involving all colleges, schools, programs and initiatives of Oklahoma State University (OSU). Management of these programs, professional personnel, and the fiscal affairs of the Foundation are coordinated through a senior staff of professionals who report to the Foundation President. The President shall have such other powers and duties as may be prescribed by the OSU Foundation Board of Trustees.

Provide ethical leadership.

Provide strategic direction and oversight of the Foundation.

- Lead, review, and monitor progress of the Foundation's strategic plan.
- Develop long-term and annual goals and objectives for the Foundation consistent with the strategic plan and motivate the staff to achieve the same.
- Account for the management and communication of the fiscal affairs of the Foundation.
- Set objectives, mentor, and supervise the Foundation's senior leadership team.

Represent the Foundation and its objectives with the University, donors, the Board of Trustees and Board of Governors, and other external constituents.

- Oversee the Foundation's programs for generating private financial support for OSU.
- Strengthen and build relationships with key university donors and execute strategies related to prospects and donors (generally focused at the \$1M+ capacity).
- Serve as a Foundation ambassador to OSU, prospects, donors, board members and the community.

Partner with Oklahoma State University, OSU Alumni Association and OSU Athletics.

- Maintain positive and close working relationships and serve as the principal liaison between the leadership of OSU, especially its president, provost, vice-presidents and deans, in regard to the coordination of University and Foundation priorities and collaborations.
- Coordinate activities with the leadership of the OSU Alumni Association and OSU Athletics to ensure a common set of objectives to maximize operational synergies and efficiencies, and to promote the success of both entities.

Other duties as assigned.



JOB COMPETENCIES & EXPERIENCE

Education & Certifications:

- Bachelor's degree is required; advanced degree preferred.

Experience:

- Minimum of 10 years' experience in executive management required, with experience in public or private institution of higher education preferred.
- Experience leading a complex organization is required.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making.
- Fundraising and non-profit experience preferred.
- A sincere loyalty and devotion to Oklahoma State University and possessing characteristics consistent with the OSU culture is essential.
- Volunteer management experience highly preferred.
- Sense of humor and ability to have fun is highly preferred.

Organizational Competencies:

- **Effective Communication:** Expresses diplomatic and strategic communication; communicates a vision and defines success; presents effectively to large groups of distinguished individuals; handles crucial conversations; anticipates and resolves conflicts; inspires and motivates others with communication style; evokes confidence and builds consensus
- **Execution & Initiative:** Defines appropriate goals; exhibits personal organization; exhibits daily discipline toward achieving goals. Delivers upon commitments while demonstrating integrity, stewardship of resources and service to OSU; committed to responsiveness and outstanding customer service; takes action, seeks new opportunities, and follows through energetically with a plan or task.
- **Teamwork/Interpersonal Skills:** Identifies, establishes and strengthens relationships, networks and partnerships with senior Foundation leadership, external stakeholders, and the general public to achieve organizational outcomes; anticipates the impact of organizational change and develops strategies to grow talent; builds teams for where the business is going, not just where it is today; builds strong, trusting connections with others; maintains network of mutually beneficial relationships; creates a shared vision of strategy; inspires leaders and teams across the organization and the OSU to work collaboratively to achieve the best outcomes for OSU and the Foundation
- **Problem Solving/Judgment:** Develops broad strategies that reflect in-depth understanding, assessment and ability to anticipate operational, organizational, and political realities, risks and opportunities; makes decisions in alignment with appropriate components of organizational strategy; appropriately balances metrics, opinions of subject matter experts, and personal experience in decision-making and planning
- **Adaptability/Flexibility:** Creates vision for organizational change; takes ownership for establishing the right climate and providing the resources needed for success; sets expectations for the organization by embracing opportunities for improving processes and technology in support of the changing environment; challenges organizational paradigms, norms and team members to consider changes that will foster long-term sustainable growth and innovation
- **Courage & Conviction:** Takes responsibility for organizational outcomes regardless of success and learns from all results; creates an organizational environment where failure is seen as an opportunity for learning; stands up for what is right and challenges inappropriate actions or comments of others; leads by example
- **Donor Centered:** Strives to eliminate barriers that interfere with providing excellent donor centered service; invests significant personal energy to establish long-term relationships that not only address immediate issues, but also furthers the Foundation's reputation as a community and campus partner; demonstrates the vision for the Foundation in an engaging way to generate commitment to achievement of objectives



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TIME/TRAVEL REQUIREMENTS

The President's attendance is frequently expected at Foundation and many university-related events. Travel expectations include weekly in-state travel and regional/national travel at least monthly. Evening and weekend travel and/or events are required. Spouse (if applicable) attendance, while not required, is appreciated.

PHYSICAL REQUIREMENTS

Must use a computer terminal and view a computer screen for extended periods of time. Must talk in person or by phone (frequently and sometimes for extended periods) to people on campus and across the country. Must constantly use visual acuity to check printed and designed materials of various types. Must be able to navigate within the Foundation. Typical office working conditions. Travel regionally and nationally required.

Last Date Reviewed: 05/2019

Position Status: Exempt

I hereby certify that I, (employee name) _____, can perform the functions of this position with, or without, accommodation.

Employee Signature: _____

Date: _____