

FLORIDA GATEWAY COLLEGE

Job Description

EXECUTIVE DIRECTOR – THE FOUNDATION FOR FLORIDA GATEWAY COLLEGE

DISTINGUISHING CHARACTERISTICS:

This is professional work involved with directing, planning and organizing business and activities of the Foundation for FGC consistent with the mission of the college. An employee in a position allocated to this class is responsible for management and knowledge in such areas as resource development, non-profit organizations, community involvement and commitment, financial and investment management, internal operations of state college system, and other key areas.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Coordinates with the President and the Board of Directors of the Foundation resource development activities consistent with college priorities and mission.

Develops, coordinates and implements projects, fund raising procedures, accounting controls, alumni, and capital campaign events for the operation of the Foundation.

Develops and implements ongoing programs to support annual operation, special annual programs, and growth of the Foundation.

Promotes the Foundation's visibility with and services to Florida Gateway College and prospective donors.

Adheres to all state statutes, Board policies, State Board of Education Rules, College procedures, and Foundation Board of Directors' Bylaws, as applicable.

Ensures that the Foundation maintains a nonprofit status and has a yearly audit by an independent CPA firm.

Oversees accounting functions connected with the Foundation. Implements special accounting requirements for restricted funds.

Develops and maintains up-to-date donor and prospect files.

Develops and implements procedures for ongoing alumni engagement leading to increased alumni giving. Promotes various methods of obtaining alumni support to fund-raising projects.

Conducts, reviews and analyzes Foundation investments and trends in donations received with the college President and Foundation Board of Directors.

Prepares a variety of reports.

Maintains open lines of communication with community leaders and organizations.

Responds to correspondence and other inquiries regarding the Foundation.

Makes recommendations to the President for improvements in method of operation for increased efficiency and productivity.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of resource development and financial management. Knowledge of internal operation of college along with internal policies and procedures that affect the Foundation. Knowledge of nonprofit organization. Knowledge of supervisory principles and practices. Computer literate. Ability to work with other units of the College in a cooperative manner. Ability to supervise and motivate employees. Ability in verbal and written communications.

EDUCATION AND EXPERIENCE:

Bachelor's Degree plus three years related experience or equivalent education and experience.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

J. MICHAEL LEE

OVERVIEW

Michael Lee has a diverse work and community service background. He has resided in Lake City his entire life, is well connected in the community and his career in both public and private sectors provide him the ability to work and communicate with a wide spectrum of people and to understand issues from multiple viewpoints.

WORK EXPERIENCE

JCM Land Trust

2000-Present

Sole trustee of a personal real estate investment trust.

Florida Gateway College

April 1995 – Present

Executive Director of The Foundation for Florida Gateway College, Inc., a private, not-for-profit corporation providing financial support for Florida Gateway College. Responsible for all college private fundraising and development. Duties include private gift development consisting of annual campaigns, endowment gifts, planned giving, and special events. Additional responsibilities include investment oversight, strategic planning, oversight of the Take Stock in Children program serving five counties, coordination of six boards and a variety of volunteers, as well as marketing. Responsible for \$15 million in assets.

Comprehensive Community Services, Inc.

December 1987-April 1995

Executive Director of a rural, not-for-profit corporation serving people with disabilities in a variety of programs in a four county, 2325 sq. mile area. Responsible to the board of directors for all aspects of the agency including budgeting, fund raising, grant writing, strategic planning and marketing, personnel, contract negotiation and procurement, public awareness and all daily operations. Agency grew from a \$240,000 budget and 32 individuals served in three counties, to a \$1,000,000 budget and 75 people served in four counties. CCS, Inc. was awarded the 1990 ARC Chapter of the Year Award, given to the outstanding Association for Retarded Citizen's chapter in Florida. Agency was nearly bankrupt in 1987, but had over \$400,000 in cash and investments when employment was ended.

June 1987-December 1987

Worked as both a substitute teacher for the Columbia County School System and in construction.

Streicher, Inc.

August 1984-June 1987

Supervisor of management company operating four McDonald's restaurants. Responsible for all operations including the coordination of training, management recruitment and development, financial controls, planning and physical plant improvements.

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Columbia Association for Retarded Citizens, Inc. (now CARC, Advocates for Citizens with Disabilities) *January 1980-August 1984*

Executive Director for private, not-for profit corporation providing services for people with disabilities in Columbia County, Florida. Duties included the daily operation of a work center, thrift store, and residential facilities, as well as fund raising, grant writing, budgeting, public awareness, personnel and long range planning. During tenure, CARC purchased three major properties and increased cash reserves from \$2,000 to \$100,000. Budget increased from \$80,000 to \$320,000. Reported to board of directors.

Lake City Junior High School *August 1979-January 1980*

Teacher for thirty students with disabilities. Also, assistant high school basketball coach and head junior high football coach.

Lake City-Columbia County Recreation Department *June 1975-August 1979*

Started in the maintenance department while in college and worked my way to Superintendent of Recreation after receiving my degree. Performed every function in the department during my tenure from routine maintenance to liaison with the city council and county commission. As Superintendent, was responsible for total operation of the department.

Lake City Community College *January 1977-March 1977*

Completed college internship. Assisted the Director of Student Activities in planning and implementing recreational activities. Supervised operation of recreation area and student lounge. Also worked at Lake City-Columbia County Recreation Department during this period.

First Baptist Church, Lake City, Florida *June 1974-August 1974*

Directed summer recreational activities while in college, including socials, field trips, and outdoor camping programs.

Periods Not Covered

As a student, held positions as a saw mill worker, timber cruiser, farm laborer, brick mason helper, welder, and various other jobs. Worked full-time to pay for college.

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EDUCATION

09/75 – 06/77 University of Florida Gainesville, FL
B.S. Degree - Recreation
Outstanding Graduate Scholar, Class of '77
College of Recreation

08/73 – 04/75 Lake City Community College Lake City, FL
Associate of Arts Degree

08/69 – 06/72 Columbia High School Lake City, FL
High School Diploma

PROFESSIONAL AND CIVIC

1985-Present- Member, Rotary Club, past director

2004-Present- Chairman, Endowment Trust, First Presbyterian Church of Lake City

2009-Present- Member, Shands at Lake Shore Regional Medical Center, current chairman.

September 2004-November 2008- City of Lake City Councilman, , Chairman, Downtown Development Committee (4 years), member, Recreation Committee (4 years), Chairman, Joint City-County Fire Committee (1 year), Chairman, City Public Safety Committee (4 years), member, Joint City-County Recreation Committee (4 years), Chairman, Lake City-Columbia County Beautification Committee (1 year), member, Lake City Regional Utility Board (3 years), member Columbia County Tourism Development Council (4 years).

Past-president and director, Florida Council for Resource Development, a state-wide organization of Florida state college foundation and grants professionals.

Past President, Gateway Kiwanis Club

Past Campaign Chairman, Columbia County United Way

Past President, Florida Conference of Executives, a state-wide organization of Association for Retarded Citizens' executive directors.

Past Chairman, Columbia County Special Olympics

Past Ambassador, Lake City-Columbia County Chamber of Commerce

Past Director, Columbia Association for Retarded Citizens (now, CARC, Advocates for Citizens with Disabilities)

Past Director and Chairman, North Florida Charity Airshow, raising more than \$700,000 for local charities.