



**EXECUTIVE DIRECTOR OF THE BC3 EDUCATION FOUNDATION AND  
EXTERNAL RELATIONS**

**POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of Executive Director of the BC3 Education Foundation and External Relations. This is a regular full-time position that will begin on or before the Fall of 2021 semester on August 19, 2021.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going “all in” for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training.

The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today's higher education landscape. For the fifth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com and BestColleges.com. To learn more about BC3, please visit [www.bc3.edu](http://www.bc3.edu).

The Executive Director of the BC3 Education Foundation and External Relations acquires and manages private resources for the benefit of Butler County Community College (BC3). This position serves as the principal point of fundraising expertise for the College and ensures that all fundraising activities support the College's overall mission, goals, and strategic objectives. The Executive Director of the BC3 Education Foundation and External Relations manages all activities of the BC3 Education Foundation and communicates with the College President and Executive Director of Communications and Marketing.

The BC3 Education Foundation is a 501 (c) 3 charitable corporation that exists for the sole purpose of supporting the goals and mission of BC3.

There is a dual reporting structure. The Executive Director of the BC3 Education Foundation and External Relations reports to the Board of the BC3 Education Foundation and to the College President. As a member of President's Cabinet, key responsibilities for the position include:

1. Providing leadership and vision in the development of a comprehensive fundraising program. This includes: planned giving, major gifts, corporate and annual gifts, and events.
2. Serving as chief administrative officer of the BC3 Education Foundation to manage the operations in accordance with Federal and State regulations, college policies and by-laws and other applicable regulations.
3. Setting and carrying out strategic initiatives, goals and objectives and budget planning for the BC3 Education Foundation and College.
4. Developing and maintaining dynamic relationships with donors, foundations, business/corporations, BC3 Education Foundation Board of Directors, BC3 Board of Trustees, faculty, staff, alumni and volunteers.

Bachelor's Degree from an accredited institution in an appropriate field conducive to fundraising required. Master's degree from an accredited institution in an appropriate field conducive to fundraising preferred. Certified Fund Raising Executive (CFRE) is preferred. Seven years experience in development initiatives required. Two years management experience required, preferably in higher education. Experience with fund management software required. Raiser's Edge preferred. Must possess and maintain a valid driver's license. Some overnight and weekend travel required. Some evening and weekend hours required.

Applications must be received by May 7, 2021. Interested candidates should visit Employment Opportunities listed on the College website at [www.bc3.edu](http://www.bc3.edu), complete the [employment application](#), and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references to [HRJobs@bc3.edu](mailto:HRJobs@bc3.edu). Incomplete application packets and/or any materials regarding this position that are received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Christina M. Fleeger  
Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
Butler County Community College  
107 College Drive  
Butler, PA 16002  
[HRJobs@bc3.edu](mailto:HRJobs@bc3.edu)

Butler County Community College is an equal opportunity, affirmative action employer.