

Executive Foundation Director

The Executive Foundation Director of the Mayville State University (MSU) Foundation is directly responsible to the President for the relationship between the University and the Foundation, and in this capacity will:

- Serve as Executive Foundation Director of the MSU Foundation.
- Develop and maintain a computerized alumni and donor information system to include current mailing addresses, maiden names, year of graduation or last year of attendance, type of degree earned, majors and minors, membership in campus organizations, and hometowns.
- Solicit scholarships and gifts from alumni and friends through fund drives and personal contact.
- Account for collections and disbursements of foundation gift income.
- Hire and develop foundation team and oversee all aspects of planned, annual and major giving programs and donor recognition communications.
- Serve on the Governing Board of Directors for Head Start.

Adopted: Fall, 2014

Sponsored by: President and Executive Foundation Director