

## **YANKTON COLLEGE**

### **Executive Director**

Yankton College is looking for an enthusiastic, energetic, creative and dedicated individual to fill the pivotal role of Executive Director as we move forward in our educational pursuits, while maintaining our historically significant past.

The Executive Director of Yankton College shall be directly responsible to the Board of Trustees of Yankton College (BOT) through its Chair. They shall be available on an ongoing basis to the Operations Committee which serves as the interim governing body between BOT meetings.

#### **Primary areas of responsibilities:**

- Assists the Yankton College Board of Trustees in all its activities; prepares (draft) agendas and materials to be finalized with (BOT) Chair for BOT meetings; arranges meeting details; records and transcribes minutes as Secretary of the Board; provides or assists staff in preparing reports, including financial reports, for Committee Chairs as requested; assists in preparation of annual budget; maintains copy of the Yankton College Policies and Procedures Handbook and provides administrative support to the BOT Chair as well as committee chairs as needed to conduct ongoing college business.
- The alumni program – directs and organizes the Biennial All-Class Reunion and Regional Reunions in conjunction with the Alumni Advisory Board (AAB) and alumni; prepares (draft) agendas and materials to be finalized with AAB Chair for AAB meetings; oversees the annual publishing and mailing of the Yankton College Bulletin and the emailing of the E-Newsletter; maintains ongoing communication with alumni and friends of the College by email or bulk mailings; consistently updates the data base to reflect alumni changes; solicits and manages volunteers to assist in all College activities; acknowledges and maintains donated memorabilia. Assists in maintaining records on income and expenses of reunion events.
- The scholarship program – advertises the scholarships; manages the application process including securing the application reviewers; assists in the selection and announcement of scholarship recipients and disburses the scholarship funds.
- Preserves and cares for Yankton College memorabilia and archival materials; including working with third parties on historical preservation and public displays of materials at the Mead Cultural Education Center.
- Supervises and carries on the day to day business activity of the Yankton College office and property, assisting visitors during established office hours, answering calls and emails, responding to research and other requests, including transcript and credential requests.
- Hires and supervises support staff as needed and directed by the Board of Trustees; including handling all issues related to personnel.
- Establishes and maintains a visible image in the community and college environs using all available media in order to enhance, establish and maintain liaisons with the local population as well as alumni and friends.
- Orders, sells and inventories College merchandise.
- Performs other duties as may be assigned by the Board of Trustees

### **Position Requirements and Qualifications:**

The successful candidate for this position must possess:

- A college or university degree, five (5) years of demonstrated success in a similar position or the relevant combination of education background and related employment.
- energy and enthusiasm for the mission of the College, outreach to alums and preservation of the College archival materials
- superior administrative and supervisory skills
- successful time management and prioritization skills
- excellent communication skills
- public speaking ability
- ability to produce in-house multi-page brochures as needed, quarterly e-newsletters, annual Bulletin
- ability to work harmoniously with others in a one-office organization
- computer proficiency, including Microsoft Office suite of products, WordPress web-site maintenance and familiarity with Quickbooks
- knowledge of and experience in bulk mailing procedures
- ability to provide oversight or handle accurate financial recordkeeping processes