Executive Director
of the CSN Foundation
Opportunity Guide
College of Southern Nevada’s (CSN or the College) mission is to empower its students and communities to achieve, succeed and prosper. The mission of the CSN Foundation is to graduate CSN students debt-free through philanthropy.

Founded in 1971, CSN was first known as the Community College of Clark County and became CSN in July 2007. CSN is the largest and most ethnically diverse college in Nevada. CSN leadership makes it a priority to provide an affordable, collaborative, and welcoming environment that allows all students to shine. There are more than 542 full-time faculty members on staff, as well as 1167 part-time instructors. The 21 to 1 student-to-faculty ratio ensures students get the most out of their education. The College has three main campuses in the Las Vegas valley: the Charleston Campus, North Las Vegas Campus and Henderson Campus. There are also eight learning centers located at Moapa Valley, Summerlin, Mesquite, Green Valley, Western, Sahara West, Las Vegas City Hall, and Nellis Air Force Base.

CSN is a fully accredited institution offering hundreds of degrees and certificates in 70 academic programs, with 26 degrees and certificates available entirely online. The institution provides job training in more than 70 academic programs with more than 180 degree certificates available. The college also offers seven bachelor’s degrees. CSN’s undergraduate degrees have received regional accreditation from the Northwest Commission on Colleges and Universities since 1975. CSN is one of eight institutions governed by The Nevada System of Higher Education (NSHE). The NHSE Board of Regents comprise of 13 elected members who have fiduciary responsibilities over the institutions’ foundations that run as independent 501(c)(3)s.

Founded in 1982, the CSN Foundation is dedicated to student success through philanthropy and working with donors and community stakeholders who join in the mission to graduate CSN students debt-free. CSN Foundation scholarships have been made possible through the generosity of community donors committed to supporting CSN student success. Every scholarship lowers or eliminates the education debt students carry. Each scholarship has a focus area and eligibility criteria according to the wishes of the donors. Each year the CSN Foundation focuses on increasing the number of scholarships offered to CSN students. CSN Foundation donors, endowment, and community scholarship funds awarded more than $600,000 in scholarships to CSN students in Fall 2020.

Throughout the 2019–2020 academic year, CSN students and CSN Foundation donors remained steadfast in their commitment to education, despite the challenges of a global pandemic. The entire southern Nevada community was hit hard, and while our students challenged themselves to persevere, CSN’s generous donors continued to support CSN student success. CSN Foundation launched the first community campaign of its kind and raised more than $180,000 for the CSN Student Emergency fund, providing more than 1,000 students with short-term, emergency financial assistance to help them stay in school. In June 2020, the CSN Foundation completed a $6,000,000 match for the Betty Engelstad School of Health Sciences to be located in the City of Henderson. This marked the first time the CSN Foundation had launched a campaign of this size and the most money raised by the CSN Foundation in nine months. Spirit of CSN Awards continue to provide grants up to $10,000 for education innovation in and out of the classroom. More than $50,000 was awarded to five proposals focused on student success and research.

In addition to philanthropic scholarships, CSN has provided free English courses to more than 600 families served by The Public Education Foundation (PEF) through the Family Learning Program. This is one of the few programs to provide a two-generation approach to ending cycles of poverty by focusing on the success of parents and students. In response to the pandemic, The PEF and CSN partnered on the “Next Stop” campaign. The PEF asked the community to donate gently used laptops. CSN students helped to wipe and reformat the laptops to make them ready for distribution to low-income families in the Family Learning Program.

With a vision for CSN to be recognized as a leader among community colleges in fostering student success, shared governance, and performance excellence, President Federico Zaragoza ensures the following values form the basis of strategy and decisions: Integrity, Lifelong Learning, Excellence, Academic Freedom and Diversity.
The Opportunity: Executive Director of the CSN Foundation

The College of Southern Nevada is seeking a skilled philanthropic executive to serve as the Executive Director of the CSN Foundation. The Executive Director serves as the primary ambassador between CSN, donors and investors, and external organizations, with the ultimate pursuit of establishing relationships with private organizations and generating revenue towards supporting the primary role of CSN in the community. The Executive Director reports to the President of CSN, forge strong working relationships with each Trustee that serves the CSN Foundation Board, and manages a team of 2–3 professional staff. All CSN Foundation partners and stakeholders work together to implement systematic giving, fundraising, events, special campaigns, and related activities.

The Executive Director will lead and strengthen comprehensive fundraising programs supporting the College to reach short- and long-range financial goals. This position is responsible for the development and fundraising activities on behalf of the College and liaises with executive peers in Marketing, Public Relations, Finance, Academic Affairs, Student Affairs, Government Affairs, and Human Resources. The Executive Director also collaborates with the President’s Executive Leadership Team in a complex, organizational structure. This position will organize, direct, and implement comprehensive development campaigns, programs, and specialized events with specific emphasis and focus on annual giving, major giving, planned giving, grants, and fundraising events. Building on the recent success of the campaign to create the Betty Engelstad School of Health Sciences on the Henderson Campus or the 2020 pandemic-inspired Student Emergency Fund campaign, which helped ensure students could remain in school in 2020, the new Executive Director will join a strong base of operations and established successes and will be equipped with the tools to move philanthropy forward. The Executive Director will also present a financial and operational report to the NSHE Board of Regents once a year as part of the Board’s fiduciary responsibility to the Foundation.

As a member of the College’s senior executive-level team, the Executive Director exhibits an entrepreneurial spirit and a stewardship mindset necessary to grow the Foundation’s assets and operating revenue. The position requires an energetic self-starter who can work independently, embraces getting out into the community and building relationships, and is eager to join a collegial team that is strongly energized to expand the Foundation’s assets, financially supporting students, faculty, and staff.
Performance Objectives

Leadership and Philanthropy

• Develop and implement measurable objectives, strategies, budgets, funding strategies and timelines, including a 3- or 5-year plan to increase philanthropic activity and the Foundation’s assets. Areas include annual giving, special events, special campaigns, major gifts, planned giving, and grants.

• Examine and build upon existing Foundation department structure, including staffing. Serve as the principal architect of the Foundation’s fundraising programs and activities and provide primary leadership to supporting staff during implementation and evaluation phases of the program.

• Develop and manage focused strategies to build synchronization of efforts by key partners, including the President, Foundation Trustees, Faculty and Staff, and community leaders, local residents, and volunteers. Provide periodic feedback reports to key partners related to their success in building the Foundation’s assets and financial resources.

• Develop and strengthen a program of planned giving through personal contacts, seminars, brochures, newsletters, etc., to reach asset and revenue goals.

• Coordinate and oversee all Foundation communications and messaging.

• Ensure a solid prospect research approach to identify major donor prospects and strategically use the time of Trustees and Leadership in focusing on the highest value prospects.

• Upon analysis of the research data collected, reach out to the prospective donors for pledges or direct giving in such a way as to leave them energized to act in support of the Foundation’s mission.

Board and Volunteer Relations

• Provide collaborative leadership in maintaining a positive and productive working relationship among the Board of Trustees, VIPs, donors, partner organizations, and volunteers.

• Coordinate meetings and prepare agendas and other documentation required for meeting notes and other records and reports for Trustees, as requested by and in collaboration with the President and Board Chair.

• Lead and assist the Board of Trustees and Committees with direction in matters of policy formulation, interpretation, and implementation; long- and short-range goal setting and planning; and securing and retaining high-quality volunteer leadership and key strategic donor relationships.

• Communicate effectively and promptly with the Board of Trustees.

• Promote board engagement and leverage board members’ relationships to create introductions, steward connections, and cultivate gifts for the Foundation.

• Recommend policy change improvements and oversee compliance with existing policies and procedures related to the management of an effective and professional philanthropic program.
Performance Objectives

Mission and Community Outreach

- Ensure that programs are mission driven, in line with strategic plan goals, and support the needs and purpose of CSN and its students.

- Create new and innovative marketing and outreach strategies using technology and social networks to increase visibility of the organization for diverse, new audiences.

- Steward relationships with partners and donors by maintaining ongoing communication on the use and success of their gifts towards scholarships and other programs.

- Serve as the President’s primary philanthropic advocate and spokesperson in the local, regional, and national communities to increase awareness, understanding, and appreciation of the Foundation, College, student body, and Faculty/Staff.

- Promote a culture of philanthropy and understanding of the fundraising ecosystem both internally within CSN and in the community.

- Actively participate in community events and activities and other endeavors to remain integrated in the community, philanthropy circles, and the many post-secondary educational networks to advance CSN’s mission and generate awareness and understanding of the CSN Foundation.

General and Financial Management

- Ability to understand, support, and represent the financial needs of a comprehensive community college to potential donors and partners.

- Develop an annual operating budget and ensure that the organization operates within budget guidelines. Regularly monitor budgets and cash flow statements, ensuring efficient use of all organizational resources.

- Maintain consistent reporting on the organization’s financial position and outlook and certify fiscal responsibility.

- Ensure that donor directives and desires are consistently upheld and that all donor records and files are maintained at or above financial audit standards, kept confidential, and are protected on paper and/or in electronic data files.

- Lead, develop, motivate, supervise, and maintain a highly effective, productive, and cohesive staff with both professional/technical expertise and operational talent through an equitable lens of flexibility, openness to suggestions, and the ability to resolve/mitigate conflict.
The Qualified Candidate

The qualified Executive Director of the CSN Foundation candidate will have a proven track record and experience as a generalist, with a focus on relational philanthropy in the areas of major gifts, corporate and foundation giving, and planned giving campaigns. Demonstrable experience and success in leveraging the synergy among marketing, public relations, and a foundation will be extremely advantageous in executing the mission of the CSN Foundation. The next Executive Director of the Foundation will be an inspiring storyteller and skilled in the application of concepts related to diversity, multiculturalism, and the practice of effective emotional intelligence.

Specific Requirements Include:

- A minimum of 5 years of nonprofit fundraising experience, with at least 3 of those years demonstrating progressive experience in leadership and management and a proven ability to manage staff and lead small teams.
- Strong ability to work as a self-starter with limited input and push initiatives forward while operating and collaborating in complex higher education environment and culture.
- Ability to engage with diverse audiences, including donors, board members, students, coaches, volunteers, staff, executives, etc. Proficient in communicating effectively with the appropriate audience in multiple and matrixed ways – verbal, written, online, etc.
- Proven skills in managing projects, supervising/training staff, and prioritizing, organizing, and delegating work. Experience working collaboratively and effectively with staff, peers, faculty, vendors, administrators, and students.
- Strong analytic and strategic-thinking skills, with a demonstrated ability to create, implement, and monitor complex plans and then translate those plans into goals and concrete strategies.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Knowledge and experience in the application of federal and state regulations governing nonprofit organizations.
- Demonstrated experience in developing strategy and implementation tactics associated with planned giving, fundraising, grant writing, nonprofit management, and budget/financial management preferred. Focus and proven abilities in securing five and six figure gifts preferred.
- Skilled understanding of information systems and technology to operate and manage a foundation preferred. CSN Foundation currently uses Salesforce.
- Experience in engaging and reporting to a Board of Directors/Trustees preferred.
- Bachelor’s degree; Master’s Degree preferred.
How To Apply

This position offers a competitive salary range of $138,730 – $151,830 with strong benefits. Relocation assistance is offered. All inquiries will be held in strict confidence.

CSN does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). CSN’s commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment.

APPLY HERE

To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

This search is being managed by Heather Eddy, President and CEO, and Kiana Martin, Project Coordinator of KEES. Questions may be addressed to kmartin@kees2success.com.

About KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams and dynamic leaders in the nonprofit and public entity sectors. A woman owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit www.kees2success.com.
More About CSN and Southern Nevada

CSN has multiple campuses within Las Vegas, NV and in Henderson, NV, which is the 2nd largest city in Nevada and 20 minutes from Las Vegas. Henderson is home to several other colleges and universities, with unique attractions like museums, shops, and restaurants. The city is great for scenic walks and bike rides along the River Mountain Loop Trail or a visit to the Clark County Museum, which has exhibits on regional history and features restored vintage homes. Lion Habitat Ranch is a sanctuary for big cats; to the east, the Lake Mead National Recreation area is dotted with marinas and set in a rocky landscape with valleys and more trails. Southwest, the Sloan Canyon National Conservation Area includes a petroglyph site with over 300 ancient rock art panels.

The City of Las Vegas is the 28th-most populous city in the United States, and the most populous city in the state of Nevada. The city anchors the Las Vegas Valley metropolitan area and is the largest city within the greater Mojave Desert. Between 1990 and 2000 the population nearly doubled, increasing by 85.2%. Rapid growth has continued into the 21st century, and according to estimates from the U.S. Census Bureau, the city had 651,319 residents in 2019, with a metropolitan population of 2,227,053. The Las Vegas Valley as a whole serves as the leading financial, commercial, and cultural center for Nevada.

The city bills itself as The Entertainment Capital of the World and is famous for its mega casino-hotels and associated activities. Today, Las Vegas annually ranks as one of the world’s most visited tourist destinations and has become a popular setting for literature, films, television programs, and music videos. In addition to the world-renowned nightlife, the city is home to several museums, including the Neon Museum, The Mob Museum, the Las Vegas Natural History Museum, the DISCOVERY Children's Museum, the Nevada State Museum, and the Old Las Vegas Mormon State Historic Park. Another renowned venue is The Smith Center for the Performing Arts. The Smith Center serves as a leading performing arts center, ranked as one of the top 10 theaters in the world by Pollstar Magazine, and continues to transform arts and culture in Southern Nevada by regularly presenting acclaimed performers and Broadway tours that might not otherwise visit Las Vegas.

The city is also home to an extensive Downtown Arts District that hosts numerous galleries and events, including the annual Las Vegas Film Festival. “First Friday” is a monthly celebration that includes arts, music, special presentations, and food in a section of the city’s downtown region called 18b, The Las Vegas Arts District. The festival extends into the Fremont East Entertainment District as well. The Thursday evening prior to First Friday is known in the arts district as “Preview Thursday,” which highlights new gallery exhibitions throughout the district.