



LANDER UNIVERSITY

Inviting Applications and Nominations for

Executive Director of The Lander Foundation

Lander University seeks an experienced operational administrator to serve as **EXECUTIVE DIRECTOR OF THE LANDER FOUNDATION**. This senior administrator is responsible for the long-range strategic leadership and day-to-day administration to ensure proper management and distribution of funds and assets received and held by the Foundation.

VISIT LANDER.EDU TO LEARN MORE.



ABOUT LANDER UNIVERSITY

Lander University, a public, co-educational, comprehensive teaching institution in South Carolina, has a rich history of serving the educational needs of a diverse student population. In 2016, under the leadership of its new president, Dr. Richard Cosentino, the University approved a new mission statement and developed a bold strategic plan entitled *Launch* that continues to result in student success and academic growth across the entire university.

The 60 areas of study, including 16 signature academic programs in emerging and high-demand fields, are attracting academically talented students from across the state and the nation. Freshman enrollment at Lander has increased steadily over the past five years. Despite the continuing complications from the COVID-19 pandemic, the University's Fall 2021 enrollment marks the largest in its 148-year history. The University opened this fall with 3,839 students, another 9.3% increase over the previous year's 3,511 enrollment—setting a new record, again.

The fastest growing institution of higher education in South Carolina, Lander projects an enrollment of 5,000 students in the next three years, which will bring new challenges associated with the University's physical infrastructure.

Along with its tremendous growth, Lander continues to be recognized for its quality and innovative academic programs. In 2020, *U.S. News & World Report* placed the University at #5 among the

Top Public Schools in the South. It also named Lander as one of the South's best colleges for veterans.

In 2019, Lander became the newest member of the University Center of Greenville (UCG), a higher education collaboration of seven highly ranked South Carolina universities and colleges.

THE LANDER FOUNDATION

Since its birth in 1948, The Lander Foundation has played a major role in the life of Lander University. For 25 years, The Foundation was the policy-making board of the University. When Lander moved from private to state support in 1973, The Lander Foundation was reorganized into an independent, non-profit organization operating solely to support Lander.

As a public institution, Lander University receives state funds to ensure that its students are provided with a strong, basic education. Lander, however, is committed to offering an education that goes beyond the basics. Friends of Lander who share that vision are helping provide the funding that makes the difference between a very good education and one that is truly excellent through The Lander Foundation. Making a difference—that is what Lander and The Lander Foundation are all about.

The Lander Foundation is governed by an 18-member board comprised of friends and alumni who are interested in the University's future and the future of higher education in South Carolina. Foundation work is carried out through the following

committees: Executive, Finance and Audit, Investment, Ad Hoc Development, and Ad Hoc Scholarship and Budget. The full board meets quarterly to address business and policy issues.

Incorporated as a non-profit, 501c(3) organization under the laws of South Carolina, The Lander Foundation receives, manages, and invests gifts for the welfare of the University. The Foundation concentrates its work in two major areas: Scholarships and Faculty/ Staff Development and Research. It also responds to special needs and requests of the University.

THE OPPORTUNITY

Reporting to the President of the University, the Executive Director of The Lander Foundation works in collaboration with the Foundation Board of Directors and its Chair and committees. The Executive Director facilitates the activities of the Foundation Board and serves as the liaison between the Foundation and the broader university community.

The Executive Director develops and initiates policies for productive operations of all aspects of the organization. The administrator also oversees

the management of the administrative and data management staff and internal auditors of the Foundation.

The Executive Director develops and administers planned giving policies and procedures, which provide essential resources for the Vice President for University Advancement, Development Officers, and Planned and Major Gift Officers.

PRIMARY RESPONSIBILITIES

- Provides daily executive management in accordance with policies, objectives, and bylaws of the Foundation and the University.
- Models, promotes, and ensures exceptional customer service delivery to all constituents, including but not limited to, administrators, Board members, donors, alumni, faculty, staff, students, visitors, and the community at-large.
- Is responsible for management of endowment portfolio and holds, manages, and invests contributions of money, securities, and personal property, including deferred gifts, such as retained-life estates, trusts, and unitrusts.
- Oversees all accounting, financial auditing, and endowment management related to the Foundation.
- Manages the Foundation's relationship with its legal counsel, independent auditors, and investment managers.
- Directs all risk management and insurance activities of the Foundation.
- Provides supervision, management, and disposition of all asset acquisition, such as cash gifts, securities, real estate, insurance policies, and bequests.
- Accepts primary responsibility for donor records and communications, including timely and accurate donor statements.
- Advises the Foundation Board and the President of Lander University on foundation issues.
- Provides management to the Foundation that ensures compliance with all relevant local, state, federal, and Internal Revenue Service non-profit corporate regulations.
- Provides assistance to the Lander President and Vice President for University Advancement in major gift fundraising.



Lander Vision Statement

All Lander University graduates are broadly educated, well-informed, equipped for responsible participation in the civic lives of their communities, and prepared to continue their educations or launch their careers.

Lander Mission Statement

Lander University offers high-demand and market-driven programs to ambitious and talented students in South Carolina and beyond. These programs are delivered in a rich liberal arts environment to produce highly qualified and marketable graduates.



QUALIFICATIONS AND REQUIREMENTS

Required

- A Bachelor's degree in a related field from an accredited institution and a minimum of 10 years of experience as a senior manager, or an equivalent combination of the two

Preferred

- An MBA or law degree
- Experience in successfully managing a major non-profit corporation

SKILLS AND EXPERIENCE

- Experience managing multiple complex budgets successfully
- Knowledge of financial reporting principles, controls, systems, procedures, and regulations
- Strong leadership that demonstrates personal and professional integrity, confidentiality, organizational and planning skills, and relationship and team building
- Knowledge of investment principles, procedures, ethics, regulations, and standards as applied to public donations and endowments
- Experience in hiring, evaluating, mentoring, and developing staff members
- Demonstrated competence with financial reports and management strategies
- Exceptional communication skills, both oral and written, with the ability to present information and ideas clearly and concisely
- Ability to analyze data and develop a plan to reach university and foundation goals
- Knowledge of federal, state, and institutional policies and procedures required of a non-profit organization
- Knowledge of electronic donor information systems
- Experience in working and interacting with governing boards and volunteer leaders
- Ability to work effectively and collaboratively with multiple and diverse groups internally and externally



Lander University is an AA/EEO/Title IX employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status, or genetic information and complies with Title IX requirements. Lander University is a tobacco-free campus. Lander University will not provide sponsorship. All final candidates are subject to successfully completing background requirements. The duties and responsibilities of this position require that all applicants be subject to the customary background review, including a credit report.

The Uptown Market splash pad during the South Carolina Festival of Discovery craft show



The Emerald City: Greenwood, South Carolina

Greenwood, South Carolina, is located an hour south of Greenville. The city is known for its natural beauty, low cost of living, and wonderful communities. Once a thriving railroad hub, Greenwood has reimagined itself. By thinking big and modernizing downtown—including free WiFi—Greenwood embodies its mission of “Embracing the future and preserving the past.” Greenwood’s Uptown neighborhood earned the designation as a cultural district—one of eight recognized in South Carolina.

Some of Greenwood’s defining characteristics and features include: The Uptown Market, an open-air farmers’ market; mini parks added to the streetscape; Six pollinator gardens designating Greenwood as a Bee City USA. There are regular events open to the public, including antique automobile rallies, the Festival of

Discovery (an annual barbeque and blues festival), the South Carolina Festival of Flowers, races and marathons, outdoor concerts and local music festival, and a variety of holiday-centered events. The Emerald Triangle is a thriving arts district that has a 300-seat community theater and museum with hands-on exhibits of science, history, and natural history, including a historical railroad center with seven rail cars.

Greenwood is a highly diverse city with a population of 23,148 people. Overall, the cost of living in Greenwood is 15% lower than the national average. Along with manufacturing—which makes up 25% of the local industry—other major industries in Greenwood include retail, healthcare, and education. Greenwood’s public school system is top rated.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current curriculum vitae or resume
 - c) At least four references with full contact information including e-mails (References will not be contacted without consent from applicant.)
- 2) Submit application packet (preferably as PDFs) to:
Lander-ExecDir@myersmcrae.com

Additional information will be requested upon receipt of application.

Review of applications begins immediately.
For best consideration, submit applications by **November 15, 2021**.
Applications will be accepted until the position is filled.

Nominations

Submit nominations to:

Lander-ExecDir-nominate@myersmcrae.com
with complete contact and e-mail information for the individual being nominated.

Emily Parker Myers, CEO, and
Jennifer Barfield, Senior Vice President,
of **Myers McRae Executive Search and Consulting**, are assisting Lander University with this search.

