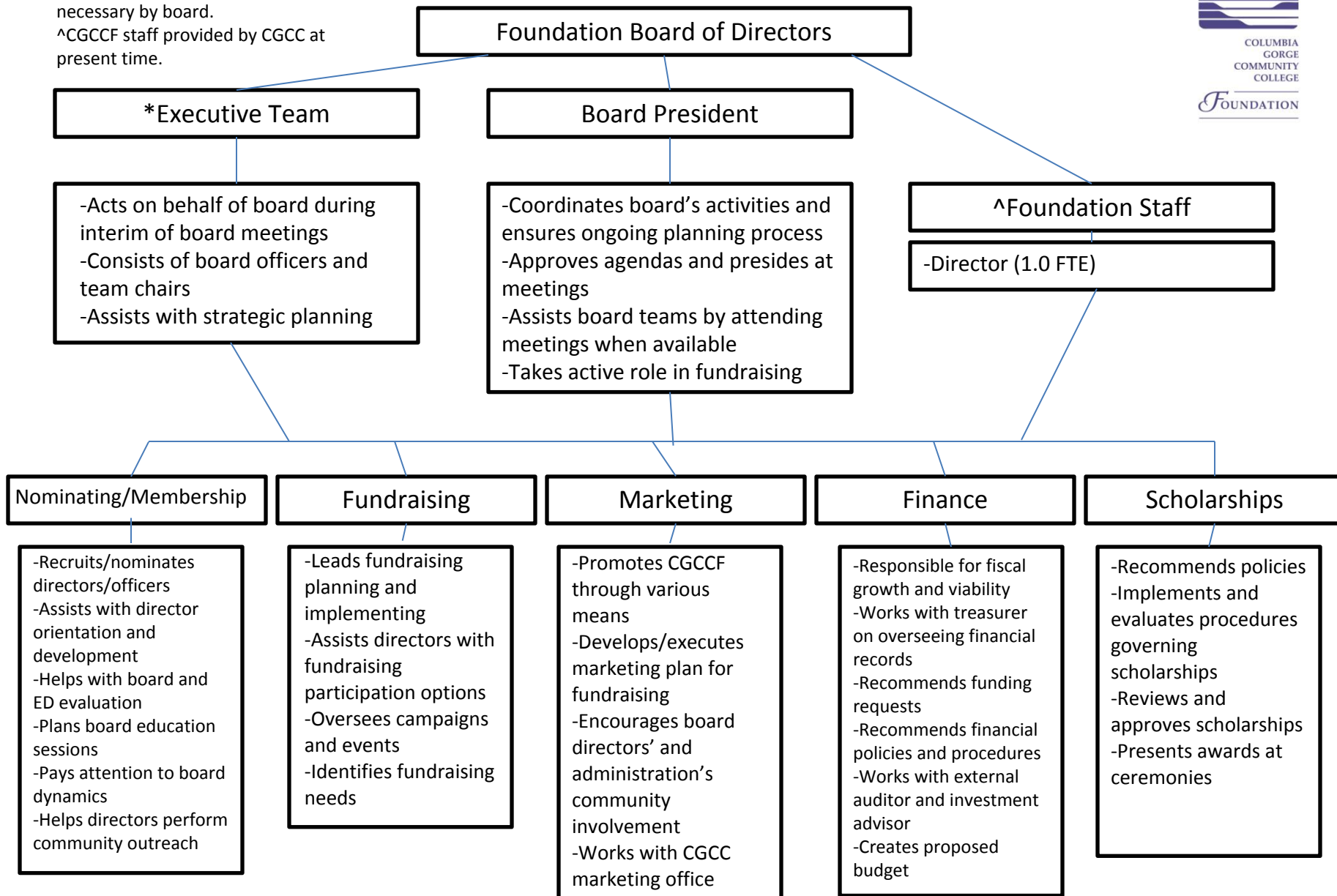


Organizational Chart

*Remains inactive until seen as necessary by board.
^CGCCF staff provided by CGCC at present time.



Organizational Chart

*Foundation staff provided by CGCC at present time.

Foundation Board of Directors

Foundation Executive Director

- Oversees CGCCF, including acquisition, management, and allocation of funds
- Organizes and communicates board meeting schedule, agendas, and minutes
- Assists foundation teams (schedules and organizes meetings; follows-up with team research and activities)
- Organizes and executes endowment and planned giving program outreach
- Represents college and foundation at community events and activities
- Cultivates relationships within community
- Records contact with donors and prospects
- Investigates, submits and monitors grant requests
- Represents college in economic development activities
- Works closely with internal and external college constituents to develop partnerships
- Coordinates golf tournament and other special event fundraisers
- Processes and acknowledges gifts
- Helps coordinate fundraising and friend-raising campaigns
- Organizes meeting schedule details (location, transportation); takes meeting minutes
- Manages foundation records and maintains files
- Process gifts and maintains donor database

