



Job Title	Assistant Director – Herbert H. Lehman College Foundation
PVN ID	LE-2511-007100
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	Institutional Advancement
Status	Full Time
Annual Salary	\$70,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Jan 06, 2026 (Or Until Filled)

General Description

The Assistant Director of the Herbert H. Lehman College Foundation supports the Executive Director in managing the daily operations, fiscal integrity, and strategic initiatives of the Foundation. The Assistant Director plays a vital role in strengthening the Foundation's administrative, financial, and philanthropic activities in alignment with Lehman College's mission and the goals of the Office of Institutional Advancement.

The successful candidate will bring a blend of financial acumen, operational efficiency, and relationship-building skills to ensure the effective stewardship of donor contributions, endowment funds, and scholarships.

Other Duties

Under the supervision of the Executive Director, the Assistant Director will:

- Assist in the oversight of the Foundation's financial operations, including budgeting, forecasting, expenditure monitoring, and preparation of financial and audit reports.
- Support fiduciary governance for multiple Foundation accounts, endowments, and restricted funds.
- Coordinate the timely and accurate processing of gifts, scholarships, and grants in compliance with Foundation policies and donor intent.
- Collaborate with the Executive Director to develop and implement operational policies, procedures, and systems that strengthen efficiency and accountability.
- Serve as a liaison between the Foundation, the Lehman College Office of Institutional Advancement, and other internal and external stakeholders.
- Contribute to the planning and execution of donor cultivation and fundraising events, including the annual Lehman College friend and fundraiser.
- Maintain accurate documentation and digital records for all Foundation activities, including board materials, contracts, and financial transactions.
- Provide administrative and logistical support to the Foundation Board and its committees, including

meeting coordination, record-keeping, and follow-up on board actions.

- Support the preparation of reports, analyses, and presentations for the Executive Director, Board of Directors, and external partners.
- Perform related duties as assigned.

Qualifications

Minimum Qualifications:

- Bachelor's degree required.
- Minimum of five (5) years of progressively responsible experience in higher education administration, nonprofit management, or advancement operations.

Preferred Qualifications:

- Master's degree in Education, Business Administration, Public Administration, or related field.
- Demonstrated experience in foundation or nonprofit financial management, including budgets and audits.
- Familiarity with fundraising, donor stewardship, and event management.
- Strong organizational, analytical, and problem-solving skills.
- Excellent communication and interpersonal abilities, with experience working across diverse teams and stakeholders.
- Proficiency with financial and donor management systems, and advanced skills in Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work independently, manage multiple priorities, and maintain confidentiality.