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| **ASSOCIATE DIRECTOR, DEVELOPMENT**  |
| **Reports to:**  | Exec Director Fund Development |  |  |
| **Dept:** | Development and Foundation | **Range:** | 32 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general direction, direct the growth and maintenance of the college development program to secure private funds for the college; plan, develop and implement a strategic plan for achiev­ing the college’s fund development and donor development goals; assist in the develop­ment and implementation of strategies, programs and initiatives to cultivate and grow corporate and individual donors, secure event sponsorships and expand annual giving; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, design and implement fundraising and donor development programs for the college including the Annual Fund, the Business Roundtable and the President’s Circle campaigns, capital campaigns to support major needs of the college, scholarship programs for students and in-kind donation programs.
2. Plan, develop and implement prospect and donor development activities; develop short and long-term campaign goals and objectives incorporating community volunteers and college staff into campaigns as needed; monitor campaign progress and develop campaign reports; maintain campaign financial reports; with support from the Marketing & Communi­cations department, develop campaign publications, correspondence and gift acknowledg­ment processes.
3. Coordinate and collaborate with college faculty and staff in identifying college programs that could benefit from private support; collaborate with appropriate individuals so that college programs are presented to potential donors – individuals, foundations and corporations – in a manner most appealing to potential funders.
4. Assist in planning, developing and implementing fundraising and recognition events includ­ing soliciting donations, event sponsors and underwriters and identifying/recruiting honorees and speakers; prepare presentations and develop and produce invitations, programs and publications; oversee event logistics including contacting vendors for facilities and food orders, supplies and audio-visual equipment; provide staff support to volunteer committees.
5. Assist in identifying, cultivating and soliciting major prospects, and developing strategies for cultivating participation from new and existing donors and moving them into major gift and planned giving programs.
6. Plan and facilitate meetings with community leaders, business owners, CEOs of local companies and the Superintendent/President.
7. Establish, maintain and update the constituent management system, automated gift processing system and donor tracking and recognition systems; oversee the development and adher­ence to district policies regarding gift acceptance and other matters related to the Fund Development Office.

### OTHER DUTIES:

1. Serve on or staff Foundation board committees and college committees as appropriate.
2. Develop and/or review emails, solicitation letters, telemarketing scripts and other donor/ prospect marketing materials.
3. Participate in community civic efforts and service clubs to enhance the college’s presence in the community; act as a college outreach speaker to service clubs, associations, businesses and corporations.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Principles and practices of fund development including campaign development, major donor cultivation techniques and planned giving.
2. Professional ethical standards and practices as identified and agreed to by the Association of Fundraising Professionals (AFP) or similar body.
3. Community relations and community outreach.
4. Principles and practices of public administration, including compliance, purchasing, contract­ing and maintaining public records.
5. Principles, practices and methods of budget development and management and donor tracking and monitoring.
6. Applicable sections of the state education code, Title V and other state and federal laws governing foundations.
7. Federal, state, corporate, private and non-profit funding sources to meet high-priority college funding needs.
8. Research, statistical and forecasting methods used in donor analysis and management.
9. Federal, state and local laws, ordinances, codes, regulations and policies affecting Founda­tion accounting and financial systems.
10. Principles and practices of sound business communication.
11. Research methods and analysis techniques.
12. Principles and practices of effective management and supervision.
13. Basic principles and practices of organization and culture change.
14. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Plan and implement the activities of a complex fund development program and educational foundation.
2. Build strong and mutually beneficial relationships between the faculty and staff and external audiences.
3. Analyze and make sound recommendations on complex funding issues.
4. Work collaboratively with other directors and managers and provide expert advice and counsel to develop solutions to complex issues.
5. Organize, set priorities and exercise expert independent judgment within areas of responsi­bility.
6. Read, interpret, apply and explain rules, regulations, policies and procedures including appropriate sections of state education code and other applicable laws.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Represent the district effectively in dealings with donors, the community and a variety of not- for-profit organizations.
9. Present proposals and recommendations clearly, logically and persuasively.
10. Operate a computer and standard business software.
11. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

### Graduation from an accredited four-year college or university, and five years of related profes­sional experience that includes a proven and demonstrable track record of suc­cessful major gift solicitation, grant award and program development experience. Experience in an educational setting is preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Certified Fundraising Executive or similar certification is strongly preferred.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Volunteers, temporary workers and student workers as needed.

**CONTACTS:**

District administrators, faculty, staff and students, Foundation board members, individual and corporate donors, private employers and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.