

**EXECUTIVE DIRECTOR OF FUND DEVELOPMENT & COLLEGE FOUNDATION**

| **Reports to:** | Superintendent/President |  |  |
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| **Dept:** | Development and Foundation | **Range:** | Hourly |
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*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 the direction and supervision of the Superintendent/President, is responsible for the overall development, direction, and success of external fund-raising and granting program. Serves as the Executive Director of the College Foundation. Plans, develops, and implements a business plan for achieving the fund development goals of the college, as well as the fund- and friend-raising goals of the college foundation.

### 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 lead fund-raising and friend-raising campaigns and special events for the foundation, the college, and the community at large., etc. Actively participate in the closing of fund-raising efforts.
2. Design and lead all activities to support fund-raising including prospect and donor development, development of campaign goals, monitoring progress, and developing and maintaining related report. Collaborate with the Marketing & Communications department to create campaign publications, correspondence, and gift acknowledgment processes, etc. Develop and maintain foundation operations guidelines and other legal documents and processes as outlined in the agreement between the college governing board and the foundation board.
3. Manage and supervise all fiscal matters including budgeting and accounting processes of the Office of Fund Development and College Foundation. Ensure that all fiscal matters of the foundation are handled according to the foundation’s bylaws, policies, rules and regulations and the appropriate state and federal laws, rules and regulations.
4. Assist in the selection of Foundation staff; plan, organize and direct the activities, training and evaluation of assigned staff.

OTHER DUTIES:

1. Develop planned giving components as part of the fund raising program.
2. Establish and maintain database(s) for the following purposes: donations, income goals, endowments, scholarships; grants; and business/industry contacts.
3. Coordinate the grants program including working with staff and faculty to identify grant resources appropriate for college needs, assist faculty and staff in grant writing, and developing/writing boilerplate grants.
4. Coordinate all foundation board meetings including agenda development, calendar coordination and other needs as directed by the foundation chair and/or Superintendent/President. Provide staff services for the subcommittees of the foundation board. Act as the communications liaison between the college and the foundation board to insure the foundation is aware of college needs, activities and direction.
5. Design, develop and implement alumni evaluation programs to fund- and friend-raise.
6. Provide educational/informational programs to the campus community regarding fund- and friend- raising needs and strategies.
7. Maintain Fund Development Office records, such as gift processing and acknowledgment, budgets, and foundation investments.
8. Plan and facilitate meetings with community leaders, business owners, CEOs of local companies, and the Superintendent/President.
9. Lead community outreach activities for the Superintendent/President. Participate in community civic efforts and service clubs to enhance the college’s presence in the external community. Act as a college outreach speaker to service clubs, associations, businesses and corporations.
10. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Applicable sections of State Education Code and other laws.

Marketing and public relations principles.

District organization, operations, policies and objectives.

Budgeting methods and financial and statistical record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Basic research methods.

Computer applications.

Business math.

Oral and written communication skills.

Principles and practices of supervision and training.

Grant management and federal/state audit procedures.

ABILITY TO:

Read, interpret, apply, and explain rules, regulations, policies, and procedures including appropriate sections of State Education Code and other applicable laws.

Build strong and mutually beneficial relationships between the faculty and staff and external audiences.

Attend community events.

Develop and control budget.

Plan and organize work.

Maintain records.

Analyze program effectiveness and accomplishment of goals.

Make arithmetic calculations quickly and accurately.

Work confidentially with discretion.

Interpret and prepare complex financial reports.

Operate a variety of office equipment.

Communicate effectively both orally and in writing.

Write clear and concise letters, reports, brochures etc.

Meet schedules and timelines.

Work independently with little direction.

Train, supervise, and evaluate personnel.

Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

**EDUCATION AND EXPERIENCE:**

Education and experience equivalent to Bachelor’s degree and three to five years of directly related experience in fundraising/fund development.

### LICENSES AND OTHER REQUIREMENTS:

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

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

Assigned classified staff.

**CONTACTS:**

District administrators, faculty, staff and students; Foundation board members, grant agencies, 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 various 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.