

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, FOUNDATION

RANGE: 39

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the direction and supervision of the designated Administrator, the Director, Foundation manages the development and implementation of a comprehensive fund development program that includes an annual giving campaign, corporate and community solicitation program, scholarships, special events, alumni association, public and private grant program, and planned giving program. The Director of Foundation fosters cooperative working relationships among District divisions, departments, external funder groups and with intergovernmental and regulatory agencies and various public and private groups.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Identifies, cultivates, and solicits donors and grant opportunities from among community members, businesses, and foundations; coordinates strategies for the solicitation of giving from internal audiences including Foundation board members, Governing Board members, alumni, retirees, and current faculty and staff; conducts ongoing cultivation of prospective donors and stewardship of current donors by maintaining a visible presence with personal visits and correspondence as well as through more generalized communication including District publications. **E**
2. Directs the formulation of Foundation mission, strategic planning, goals, objectives, actions, timelines, and responsibilities, in alignment with the District; supports the strategic goals and mission of the District and advances a positive image and enhanced reputation of the District to the community. **E**
3. In consultation with the Superintendent\President and the Foundation Board, develop and implement a comprehensive institutional development plan for the District and Foundation that includes, but is not limited to, alumni relations, corporate and foundation giving, grants, donor recognition and overall community awareness and giving program. **E**
4. Manages and participates in the development and administration of the annual Foundation budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments, as necessary. **E**
5. Coordinates leadership for capital or endowment projects by determining viable fundraising plans, identifying appropriate donors and grant funding opportunities, determining, and implementing solicitation strategies, and assisting with dedication or public activities related to completed projects. **E**
6. Working with the Financial Aid office and scholarship committees, assists with the management and distribution of college scholarship funds to students. **E**

7. Represent the college and the Foundation at District and community events; acts as a Foundation liaison with community organizations and with city entities; represent the District and Foundation at regional, state, and national meetings and conferences as appropriate. **E**
8. Provides administrative support to the Foundation in all related activities and collaborates with the Chair of the Foundation Board to carry out the objectives and activities of the Foundation. **E**
9. In consultation with the nominating committee, identifies and recruits potential Foundation board members; orients new Foundation board members and promotes their involvement in the work of the Foundation; provides leadership and support to Foundation board members. **E**
10. Manages and adheres to policies and procedures relating to gift and grant solicitation and acceptance; monitors investment policy; determines asset allocation; researches investments; supervises investments; tracks and distributes endowment funds in concert with the Foundation Board of Directors. **E**
11. Leads coordination and implementation of special events, annual campaigns, and alumni/retiree activities; develop and implement marketing strategies to promote engagement and support. **E**
12. Prepares written materials to donors and donor prospects, including gift illustrations, recognition/acknowledgement material, appeal letters and any other communication to support major gifts and other Foundation activities. **E**
13. Interprets and communicates the goals and needs of the District to the Foundation board members, business community, media, public and prospective donors. **E**
14. Provides on a regular basis a report of activities and accomplishments to the District's Governing Board and the Foundation Board. **E**
15. Participates in the selection of new staff; trains, motivates, and evaluates assigned staff; provides or coordinates staff training; coaches staff toward improved performance; recommends and implements discipline and termination procedures. **E**
16. Attends and participates in professional group meetings and various District committees and advisory groups. **E**
17. Adheres to compliance guidelines for a 501(c)(3) non-profit organization, including reporting guidelines and internal controls; Monitors changes in laws, regulations that may affect District or Foundation operations; implements policy and procedural changes, as necessary. **E**
18. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Is a committed, dynamic administrative leader who embraces cultural competence, inclusive participation, and sets a management standard of leadership ensuring accurate and timely processes and procedures in support of student success and achievement. This leader is committed to transparency, accountability, and effective communication.

Knowledge of

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Principles, and practices of budget preparation and administration.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and techniques of fundraising and grant management for non-profit institutions.

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Principles and practices of event planning.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to

- Provide administrative leadership and direction for the Foundation and District development.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Select, train, motivate, and evaluate the work of staff and volunteers; train staff and volunteers in work methods and procedures.
- Develop and implement tested methods of attracting donors and grant opportunities.
- Manage major events.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree from an accredited college or university with major course work in public administration, public relations, communications, or a related field; **AND** four (4) years of increasingly responsible professional public personnel or related experience.

DESIRED QUALIFICATIONS

A Master's degree in a related field is desirable.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; travel to different locations to attend meetings or perform other assigned District functions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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CPS HR Consulting