

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: EXECUTIVE DIRECTOR, FOUNDATION**

#### **DEFINITION**

Through administrative direction, directs and oversees the functions of the Southwestern College Foundation (Foundation) to support an extraordinary learning experience for Southwestern College students; oversees and manages the activities of the Foundation and the Office of Development; manages the development and implementation of a comprehensive fund development program and plans that include annual giving campaign, corporate and community solicitation program, scholarships, special events, alumni association, public and private grant program, and planned giving program; fosters cooperative working relationships among District divisions, departments, external funder groups and with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Superintendent/President. Exercises general supervision over assigned staff.

#### **CLASS CHARACTERISTICS**

This is a Director classification that oversees, directs, and participates in all programs, services, and activities related to development and the Foundation, including short- and long-term planning and development and administration of policies, procedures, and services. This classification provides assistance to the Superintendent/President in a variety of administrative, coordinative, analytical, and liaison capacities.

#### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.*

1. Manages a comprehensive fundraising program which includes planned giving, public and private grants, scholarships, special events, capital campaigns, alumni, District employees and community member annual giving.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; within District policy, establishes appropriate budget, service, and staffing levels.
3. Oversees the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
4. Manages and participates in the development and administration of the annual Foundation budget and Office of Development budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
5. Provides administrative and executive 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.
6. 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.

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7. 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.
8. 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.
9. 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 and Office of Development activities.
10. 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.
11. Represents the District and Foundation at local, regional and state-wide meetings; facilitates partnerships with external stakeholders and the District.
12. In consultation with the nominating committee, identifies and recruits potential Foundation board members; orients new Foundation board member and promotes their involvement in the work of the Foundation; provides leadership and support to Foundation board members.
13. Identifies District funding needs, develops functional fundraising and grant management plans, and executes the plans to obtain desired results.
14. 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.
15. Interprets and communicates the goals and needs of the District to the Foundation board members, business community, media, public and prospective donors; provides on a regular basis a report of activities and accomplishments to the District's Governing Board and the Foundation Board.
16. Attends and participates in professional group meetings and various District committees and advisory groups.
17. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
18. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Superintendent/President
19. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
21. Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.

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- 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.
- Investment policies including, but not limited to, general investment principles, asset allocation, spending policies, cash management and investment instruments such as cash equivalents, fixed income securities, equity securities and mutual funds.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- 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 record keeping.
- Principles and practices of event planning.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- 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 and professional leadership and direction for the department, the Foundation, and the District.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Develop and implement goals, objectives, policies, procedures, work standards for the department and assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff and volunteers; train staff and volunteers in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Develop and implement tested methods of attracting donors and grant opportunities.
- Manage major events.
- Manage the analysis and monitoring of investments.
- 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.

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- 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 of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with coursework in marketing, public relations, business administration, non-profit management, or related field, **AND** five (5) years of increasingly responsible management or administrative experience in development or advancement, preferably in an institution of higher education. Master's degree preferred.

**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.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The incumbent must occasionally bend, stoop, or kneel in the performance of work duties. The incumbent must lift, carry, push, or pull material and objects weighing from 20 to 75 pounds.

**ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, and/or members of the public in interpreting and enforcing departmental policies and procedures.

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*Koff & Associates*

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*Human Resources*