



TAFT COLLEGE

West Kern Community College District

is currently accepting applications for:

DIRECTOR, FOUNDATION & DEVELOPMENT

Management/Supervisory Position

This is a grant-funded position and is dependent on continued funding

Application Closing Date:

Open until filled, priority consideration date of June 24, 2009

Taft College believes in a close relationship among students, faculty, staff and the community. The District is strongly committed to achieving staff diversity and has made a commitment to the principles of equal opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.

General Responsibilities

Under the direction of the Superintendent/President, the Foundation Director plans, directs and develops a comprehensive advancement program among alumni, the community, corporate donors and individual friends of the College; develops methods and systems to provide for private corporate and foundation development, corporate giving, estate gifts, annuities and trust funds, and other methods of support for the college; oversees Foundation fund raising activities; and plans all donor, corporate and foundation contracts. Develops procedures and oversees all gifts, donations, and funds generated by any college unit. Coordinates private and public grant prospecting and participates, when appropriate, with grant applications and/or administration. Develops training and assists college faculty and staff with grant acquisition.

Duties and Responsibilities

- Develop annual goals and objectives for the Foundation.
- Develop and establish project campaigns.
- Establish fund raising priorities.
- Assist and train other College staff to support and promote College fund raising efforts including grant writing.
- Coordinate plans associated with preparing, submitting and monitoring external grant applications to private foundations, corporations and public agencies.
- Oversee staff development on how to effectively prepare for private and public grant project and resource development.
- Oversee and monitor accounting for Foundation proceeds and comply with Federal and State laws and regulations.
- Oversee endowment accounts and investment management.

Minimum Qualifications

Education ~ Bachelor's degree or equivalent from an accredited institution.

Experience ~ Two years of progressively responsible relationship and development experience; proven success in individual, foundation, and/or corporate fund raising; demonstrated leadership and administrative skills; excellent public relations and communication skills; interpersonal skills using tact, patience and courtesy; exercise independent and good judgment.

Ability to effectively manage people and processes, work as a team member with diverse groups; work with large community groups, direct volunteers; communicate clearly both orally and in writing; direct and facilitate grant application plans; lead and demonstrate techniques associated with developing collaborative and effective partnerships; work independently; set goals and objectives for units that fall within the scope of this position, ultimately supporting college goals; reconcile divergent views; skillfully implement group decisions, exercise diplomacy.

Knowledge of the mission of the community – particularly California Community Colleges, laws of federal, state and local governments; the policies of the West Kern Community College District; instruments of planned and deferred giving; proven fund raising techniques; major grant and gift support programs; business principles including accounting and cash flow management; IRS regulations for Community College foundations, principles and practices of effective fund development strategies; public relations and market principles and practices; strong planning, problem solving, and organization skills; professional ethical standards and practices as identified and agreed to by the National Society of Fund Raising Executives and the National Committee on Planned Giving.

Desired Qualifications

Possession of a Master's degree or equivalent from an accredited institution.

Demonstrated understanding of the relationship between a small, isolated community college and the community it serves.

EQUIVALENCY

If you do not meet the specific degree requirements for this position, you may request equivalency by the final filing date. There is one (1) form that you will need to download from the website, it is titled Equivalency Determination – the information requested is required of all candidates not holding the stated minimum qualifications who are seeking consideration on the basis of equivalency. Candidates making application under equivalency shall submit this supplement as well as other materials specified in Application Procedures. Use extra pages as needed.

FOREIGN TRANSCRIPTS

Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service.

ANTICIPATED STARTING COMPENSATION

Starting at \$78,425.00 to \$101,150.00 based upon education and experience. An annual doctoral stipend of \$3,371 is included in addition to the salary when appropriate. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience.

ANTICIPATED START DATE

This position will remain open until filled.

APPLICATION DEADLINE

To be assured full consideration, completed application packets should be in the Human Resources Department by

4:00 p.m. on Wednesday, June 24, 2009. Application materials must be mailed, hand delivered, or e-mailed. E-mails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCEDURES

To be considered for review, applicants must submit the following application materials:

1. Completed District Management Application (and, if needed, an equivalency form).
2. A letter of application that describes why you are interested in the position and how your breadth of experience has prepared you for this position.
3. A current resume.
4. Copies of transcripts or list of pertinent course work and grades.
5. Three (3) current letters of recommendation that address your professional and interpersonal skills.

Application forms may be obtained from www.taftcollege.edu or from the Human Resources Department by calling 661-763-7805.

Send all application materials to:

Judy Wade
Human Resources Department
Taft College
29 Emmons Park Drive
Taft, CA 93268
Telephone: (661) 763-7805 Fax: (661) 763-7828
Email: tcjobs@taft.org

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

WORKING CONDITIONS

Taft College is a tobacco free campus.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

BENEFITS

The District provided health, dental, vision and life insurance for the employee, spouse and dependents. The District and the employee contribute to the State Teacher's Retirement System or the California Public Employee's Retirement System.

GENERAL INFORMATION

Taft is located in the foothills at the southwestern edge of the San Joaquin Valley, just 35 minutes west of

Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic Recreation area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

MISSION STATEMENT

Taft College is committed to student learning in transfer and vocational programs supported by pre-collegiate basic skills and a wide range of student services. All programs and services are focused on the education needs of the WKCCD learners.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing (if required for the position), or the interview, should notify the Human Resources Office 10 working days before the accommodation is required.