

Director, Foundation and Development

Responsible To:	Superintendent/President
Authorization From:	Superintendent/President
Period of Employment:	12 month
Salary:	Management/Supervisory Schedule, Grade 17

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 assist college faculty and staff with grant acquisition.

DUTIES AND RESPONSIBILITIES:

1. Develop annual goals and objectives for the Foundation.
2. Develop and establish project campaigns.
3. Establish fund raising priorities.
4. Assist and train other College staff to support and promote College fund raising efforts including grant writing.
5. Coordinate plans associated with preparing, submitting and monitoring external grant applications to private foundations, corporations and public agencies.
6. Oversee staff development on how to effectively prepare for private and public grant project and resource development.
7. Oversee and monitor accounting for Foundation proceeds and comply with Federal and State laws and regulations.
8. 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 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 marketing 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:

1. Possession of a Master's degree or equivalent from an accredited institution.
2. Demonstrated understanding of the relationship between a small, isolated community college and the community it serves.