

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Director of Development/Executive Director for the Foundation

Department: Advancement

FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 72

Supervision Received From: Superintendent/President

Original Date: 2007

Supervision Given: Assigned administrative, classified, hourly, and volunteer employees in Advancement

Last Revision: February 2016

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 within the job.

JOB SUMMARY.

Serve as Executive Director of the Palomar College Foundation, and directs, plans, and identifies potential donors; develops a comprehensive advancement program among alumni, the community, corporate donors, and individual friends of the Palomar College; develops methods and systems to provide for corporate giving, estate gifts, annuities, and trust funds and all methods of support for the District; oversees fundraising activities of the District and plans donor, corporate, and Foundation contacts; makes direct contact with donors.

DISTINGUISHING CHARACTERISTICS.

The Director of Development/Executive Director for the Foundation is distinguished from the Director of Foundation Operations in that it provides executive leadership of Foundation operations for the District.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential responsibilities and duties may include, but are not limited, to the following:

1. Develops annual goals and objectives for the College Advancement Program that include, but are not limited, to public and private foundations.
2. Develops and establishes an annual campaign in collaboration with the Foundation Board and/or executive leadership teams.
3. Establishes fundraising priorities in alignment with internal and external institutional strategic goals.
4. Provides administrative oversight in the management of a portfolio of donors and prospective donors; strategically develops donor relationships through research, cultivation, solicitation, stewardship, and community outreach to achieve fundraising and philanthropic goals for the College; oversees management of the Foundation's donor database.
5. Provides administrative oversight of the planning, development and execution of strategies for obtaining major gifts to support funding priorities; oversees management of the Foundation's donor pipeline to ensure major gift program success and engagement of appropriate College staff; provides leadership in the identification, cultivation, and solicitation of prospective donors, including individuals, corporations, and foundations.
6. Performs full management activities, subject to management concurrence and in accordance with applicable District policies, which include: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime as required; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
7. Provides administrative oversight of the initiation and development of proposals to corporate and private foundation grantmakers to seek unrestricted and restricted gifts while coordinating closely with District staff with regards to planning, administration, and reporting.
8. Assists and trains other District staff to support and promote District fundraising efforts; provides administrative leadership for the Foundation Board and all District fundraising initiatives.
9. Projects fundraising opportunities that are consistent with the District's mission.

10. Provides administrative oversight in the development, administration, and analysis of the Foundation's budget, including forecasting of funds necessary for staffing, equipment, materials, and supplies; oversees the monitoring, processing, and approval of expenditures and implementing necessary budget adjustments.
11. Adheres to compliance guidelines for a 501(c)(3) non-profit organization, including reporting guidelines and internal controls.
12. Keeps abreast of institutional advancement, fundraising, and philanthropy trends and best practices, and other information relevant to assigned area of responsibility.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Travels to other District locations and attends professional meetings.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Effective fundraising strategies.
2. Direct mail, personal solicitation, phone banking, and other donor cultivation strategies.
3. Public and community relations principles, including the use of tact, patience, and courtesy.
4. Management principles and practices, including selection, training, evaluating, and discipline.
5. Principles and practices of volunteer recruitment and management.
6. Procedures, methods, and techniques of budget preparation and maintenance.
7. Modern office procedures, methods, and equipment including computers and applicable software programs.
8. Principles and practices of report preparation.
9. Community college programs, services, operations, and activities.
10. Pertinent federal, state and local codes, laws and regulations, including the Education Code, applicable sections of Title 5 of the California Code of Regulations, and 501(c)(3) regulations.
11. Proper English usage, spelling, grammar, and punctuation.
12. Pertinent federal, state and local codes, laws and regulations.

Skill in:

1. Establishing and maintaining effective fundraising strategies.
2. Developing and providing leadership in fundraising campaigns.
3. Identifying and contacting donors.
4. Establishing community networks.
5. Selecting, supervising, training, delegating tasks to, and evaluating staff and volunteers.
6. Applying pertinent federal, state and local codes, laws and regulations including the Education Code, applicable sections of Title 5 of the California Code of Regulations, and 501(c)(3) regulations.
7. Adhering to an institution's policies, practices and procedures.
8. Preparing clear and concise reports.
9. Facilitating communication and understanding of perspectives among faculty, staff, students and the community within the framework of a community college district.
10. Working cooperatively and responsively with all segments of the community at large.
11. Operating office equipment, including computers and applicable software programs.
12. Communicating clearly and concisely, both orally and in writing.
13. Establishing and maintaining effective working relationships with those contacted in the course of work.

14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

Experience and Education/Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. In most cases the background required would be:

Experience:

Four years of professional public, private, and/or non-profit fundraising experience, including one year of supervisory or management experience.

Education/Training:

A bachelor's degree from an accredited college or university with major coursework in public administration, public relations, communications, or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

WORKING CONDITIONS.

Environmental Conditions:

Office environment, exposure to computer screens, noise and electrical energy, extensive use of computer keyboard and mouse, extensive contact with faculty, staff and students.

Physical Conditions

Essential and marginal functions require maintaining physical condition necessary for walking, standing, and sitting for extended periods of time. Must be able to travel to District and other locations.