



Classification Title: Development Manager

Department: Advancement

EEO6 Code: 1

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 64

Supervision Received From: Director, Development/Executive Director for the Foundation

Original Date: 5/2016

Supervision Given: Assigned classified, hourly, and volunteer staff in Advancement

Last Revision: 6/2023

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.

Responsible for planning, organizing, managing, implementing, and controlling the daily activities, services, and operations of the Palomar College Foundation.

DISTINGUISHING CHARACTERISTICS.

The Development Manager is distinguished from the Director, Development/Executive Director for the Foundation in that it reports to the latter classification. The latter classification is responsible for the executive leadership of Foundation operations, whereas the incumbent in this classification provides day-to-day management of Foundation activities and assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Performs full management activities, subject to management concurrence and in accordance with applicable College policies, which includes: 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.
2. Manages 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; manages the Foundation's donor database.
3. Provides guidance to the Foundation Board to ensure fulfillment of fund development roles and facilitate optimum interaction between management and volunteers; develops relationships with the Board and volunteers and supports their efforts to raise awareness and resources for the organization through training, coaching, and other efforts.
4. Oversees the Foundation's fund development activities, including management of day-to-day operations of the annual fund, scholarship development, membership programs, website and social media content, and special events; monitors effectiveness of activities through coordination with Foundation staff, College committees, and the Foundation Board.
5. Plans, develops and executes strategies for obtaining major gifts to support funding priorities; manages the Foundation's donor pipeline to ensure major gift program success and engagement of appropriate College staff; identifies, cultivates, and solicits prospective donors, including individuals, corporations, and foundations.

6. Oversees and manages the development of donor reconciliations of accounts; participates in the development, administration, and analysis of the Foundation's budget; participates in the forecasting of funds needed for staffing, equipment, materials, and supplies; monitors Foundation policies and procedures in alignment with industry best practices.
7. Initiates and develops proposals to corporate and private foundation funders to seek unrestricted and restricted gifts while coordinating closely with College staff with regards to planning, administration, and reporting in support of the Foundation's core scholarship program.
8. In consultation with the Executive Director, College administration and staff, and Foundation Board leadership, defines the Foundation's mission and direction and identifies strategic goals; collaborates with stakeholders to identify and prioritize funding and gift opportunities for Foundation fundraising initiatives that support the College's mission and strategic direction.
9. Prepares and maintain reports and presentations related to revenue and solicitation strategies.
10. 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 shared governance through service on planning and/or operations committees and task forces.
2. Perform 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. Basic 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 and applicable sections of Title 5 of the California Code of Regulations.
11. Proper English usage, spelling, grammar, and punctuation.
12. Pertinent federal, state and local codes, laws and regulations.
13. Public relations principles, including the use of tact, patience and courtesy.
14. Proper English usage, spelling, grammar and punctuation.

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 and applicable sections of Title 5 of the California Code of Regulations.

7. Adhering to College and District policies, practices and procedures.
8. Preparing clear and concise reports.
9. Facilitate communication and understanding of perspectives among faculty, staff, students and the community within the framework of a community college district.
10. Work 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, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Experience and Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of professional fundraising experience in higher education, a non-profit setting, or a related field, including one year of supervisory experience.

Education/Training:

Equivalent to 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 a valid California Driver's License by time of appointment.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students, and the public.

Physical Conditions:

Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires frequent travel to District and other locations.

TERMS OF EMPLOYMENT.

All positions within this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.