

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Executive Director, District Foundation

Department: District Foundation

Location: District Office

Date: March 13, 2024

POSITION PURPOSE

Under the general direction of the Chancellor, the Executive Director plans, directs, and administers the business functions of a 501(c)3 Foundation, including fundraising, grant development, financial management, investing, and public relations. The position serves as a member of, and advisor to, the Foundation Board; manages a comprehensive fundraising program which may include conducting capital campaigns and seeking donations from alumni, employees and individuals and groups in the community; directs and oversees Foundation marketing and communications; and performs other related duties as assigned.

NATURE and SCOPE

The Executive Director, District Foundation provides senior leadership of institutional advancement for the District and its affiliated foundations. Incumbent in this position is responsible for all activities related to identification, cultivation, solicitation, and stewardship of annual, major, and planned gifts from the alumni, friends, corporations, and foundations. The position develops vision for, and oversees the implementation of a comprehensive District-wide fundraising program designed to meet fundraising goals of the District and to promote education excellence and student equity.

KEY DUTIES and RESPONSIBILITIES

1. Plan, direct, and administer the business functions of a 501(c)3 Foundation, including fundraising, grant development, financial management, investing, and public relations.
2. Serve as an ex-officio member of, and advisor to, the Foundation Board; provide administrative and leadership support in all related activities and work to carry out the objectives and activities of the Foundation.
3. Manages a comprehensive fundraising program which may include conducting capital campaigns and seeking donations from alumni, employees and individuals and groups in the community; communicate funding needs and goals to the Foundation members, business community, media, public and prospective donors; identify, cultivate, and solicit donors from among community members, businesses, foundations, alumni, employees, and students; oversee fundraising special events.
4. Direct and oversee marketing and communications, including the preparation of written materials to donors and donor prospects, gift recognition/acknowledgment material, appeal letters, and any other communication to support Foundation activities.
5. Develop investment policies, determine asset allocation, research investments, and supervise investments; track and distribute endowment funds in coordination with The Foundation Board.
6. Provide leadership and support to the Foundation Board; coordinate the training of the Foundation Board, volunteers, and employees, as needed; in consultation with the nominating committee, identify and recruit new Foundation board members and provide for their orientation and growing involvement in the work of the Foundation.

7. Develop, implement, establish, and maintain policies, processes, and procedures for the Foundation; monitor and evaluate operational, department, and service quality; may recommend, develop, and implement quality-improvement assessment tools and/or methods with administration and/or regulatory agencies.
8. Develop and implement short- and long-term strategies and plans for the Foundation.
9. Lead and coordinate district-wide grant applications, development and submission of proposals, and submit follow up reports with student outcome analysis and evaluation when necessary.
10. Recommend, monitor, and/or administer budgets for assigned areas; oversee and administer budget allocations and procurements for all assigned funds as appropriate; analyze and review budgetary and financial data.
11. Monitor, analyze and report on overall fundraising results versus goals to internal and external constituencies.
12. Monitor and review programs and/or operations for legal compliance.
13. Analyze and interpret data; prepare, review, and/or approve documents and reports.
14. Promote diversity, equity, inclusion, cultural competency, and a positive work and academic environment.
15. Supervise department employees; assign and monitor employee's work and evaluate employee performance; train employees; participate in employee selection; direct and oversee Foundation volunteers, committees, and other internal functions of the Foundation.
16. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Operations, processes, and services of a 501(c)3 foundation.
2. Financial administrative operations regarding auditing and investment risk management.
3. Principles of institutional advancement, development and philanthropy.
4. Techniques of donor cultivation and solicitation
5. Compliance with CASE Reporting Standards & Management Guidelines for non-profit organizations.
6. Budget preparation and control.
7. Principles of supervision, training and performance evaluation.
8. Community leadership dynamics and volunteer development.
9. Forms of fund development including annual, capital, and planned giving, and event fund raising.

Skills and Abilities to:

1. Plan, direct, administer, and evaluate the fiscal and business operations of a 501(c)3 foundation.
2. Oversee and manage major events, fund raising campaigns, public relations programs, and investments.
3. Develop and implement tested methods of fundraising and attracting donors.
4. Identify and implement appropriate technology and resources in assigned area.
5. Reconcile competing interests and build support from competing constituencies.
6. Prepare and review reports, correspondence, and other documents using multiple business formats.
7. Supervise, train and evaluate the work of assigned employees.
8. Analyze data, compile narrative and statistical reports, prepare and deliver presentations.
9. Communicate effectively, both orally and in writing.
10. Establish and maintain cooperative and effective working relationships with all employees and others encountered in the course of work.
11. Utilize standard office software and equipment.

Education and Experience:

1. Bachelor's degree from an accredited educational institution.
2. Five years of fund development experience for a foundation including at least two years in a management capacity.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desired Qualifications:

1. Experience working on a Board or Foundation.

PHYSICAL AND MENTAL STANDARDS

1. Mobility: frequent walking and sitting for long periods; occasional kneeling, crouching, pushing, pulling, and standing; occasional reaching above and below desk level.
2. Dexterity frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
3. Lifting/Carrying: frequent lifting/carrying of papers, files, equipment, and material weighing up to 10 pounds; occasional lifting up to 25 pounds.
4. Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.

5. Hearing/Talking: frequent hearing and speaking in person and on the telephone.
6. Emotional/Psychological Factors: frequent contact with others including extensive public contact; frequent deadlines and time-limited assignments

WORKING CONDITIONS

1. Typical indoor office environment.

Board Approved: 03/13/2024

Salary Range: M 34

EEO Category: 2B1 Executive/Administrative/Managerial