

## SENIOR FOUNDATION DIRECTOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1485	Exempt	Officials & Administrators	Management	M7	01/28/04	Classified	1 of 2

**DEFINITION:** Under administrative direction of a higher-level college administrator, the position is responsible for the administration of the Foundation, which includes but is not limited to, the overall development, planning and execution of the Foundation's policies, procedures and activities as set by the Foundation Board of Directors. In addition, the scope of work includes serving as a staff resource person to the College President relative to fund development policy and practice. At Contra Costa College, the position also serves as the administrator in charge of all grants, categorical funds and resource development.

**DISTINGUISHING CHARACTERISTICS:** The Senior Foundation Director is responsible for increasing the assets and resources of the Diablo Valley College Foundation, and identifies and plans all annual and long-term fund-raising goals including directing, managing and implementing all fund-raising activities for the Foundation. At Contra Costa College the position is responsible for all grants, categorical funds, resource development for the college and is in charge of the college foundation. In contrast, the Foundation Director classification manages only the foundation functions at Los Medanos College.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Conducts a comprehensive, on-going fund development program to fund the needs of the College that have been adopted by the Foundation Board, and to fund the Foundation's operations.
- Personally solicits funds via face-to-face solicitations, writing grant proposals, implementing special events, organizing and implementing annual campaigns, and any other appropriate fund raising programs as deemed appropriate.
- Identifies major prospects and assures appropriate cultivation takes place. Provides proposal and other support material to the College President and Foundation Board for major gift solicitation. Provides leadership for any campaigns that may be undertaken by the Foundation.
- Works in partnership with the College, identifies and cultivates planned gift prospects.
- Conducts comprehensive fund raising program among alumni, the community, foundation and corporate donors.
- Develops methods and systems to provide for major gifts, annual campaigns, corporate giving, estate planning/gifts, annuities and trust funds and all other methods of support for the College.
- Initiates and develops proposals to corporate and foundation grant makers to seek unrestricted annual and restricted gifts while coordinating closely with College representatives.
- Assures that the annual fund reaches unrestricted and restricted cash goals each year.
- Works in partnership with the College's Scholarship Coordinator, develops new scholarship funds and oversees effective administration and stewardship of all privately funded scholarships and donors.
- Provides staff support for the Executive Board and other Foundation committees.
- Provides all meeting materials, including written reports as necessary and minutes for the Foundation Board and committees.
- Assures that the talents of the Board members are fully applied to meet fund-raising and organizational objectives.
- Keeps the Board informed of all donations and key financial reports.
- Maintains the accuracy and integrity of donor and prospect information within the Foundation's database.
- Utilizes appropriate reports to enhance and improve information and decision making for program management.
- Supervises and evaluates the Foundation staff.
- Supervises all volunteers supporting the Foundation.
- Performs ongoing review of program effectiveness and personnel performance.
- Provides formal, written reviews at least annually.
- Assures the growth of various major donor categories.



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- Represents the Foundation to many external organizations and constituencies.
- Attends College and community events when the achievement of development objectives will be served.
- Supervises Foundation based publications including fund-raising brochures, annual report, web site, etc.
- Develops long-range plans and direction for the Foundation.
- Works closely with faculty, staff and management to integrate the Foundation, its fund-raising activities and endowment use into academic and student services program planning.
- Evaluates the success of the development programs on an annual basis. As appropriate, provides recommendations to improve effectiveness of all development efforts.
- Manages all grant, categorical funds and resource development activities and programs at Contra Costa College
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fundraising and resource development program in higher education; principles and processes for business and organizational modeling; leadership techniques; strategic planning, resources allocation, staffing, and supervision; analysis and various complex methods for the presentation of data and ideas; standard business software such as word processing, spreadsheets, presentations and specialized business software for fund-raising; financial record keeping practices and procedures; methods for gathering and presenting general, statistical, and technical data; budget development and expenditure tracking; complex business report writing.

**Ability to:** Strengthen and implement the goals of a major comprehensive community college foundation program, including overseeing major fundraising campaigns and outreach to the business and philanthropic communities; provide leadership and prioritize projects; communicate effectively, both orally and in writing; prepare and make effective presentations to foundation and corporate boards, administrators and business community groups; develop effective partnerships between the college’s foundation and community and industry leaders.

**Education/Training:** Equivalent to an earned BA/BS degree from an accredited college or university. An advanced degree in a relevant field is highly desirable.

**Experience:** Four years management-level experience in fundraising and resource development, capital development and/or campaigns with major gifts solicitation from foundations, corporations, businesses, and individuals; or senior management experience involving 501(c)(3)'s. A demonstrated track record of raising funds from the business and philanthropic communities is required.

**License/Certification:** Ability to obtain and then maintain a valid Class “C” California Driver’s License and acceptable driving record.

**Actions:** Initial adoption by the Governing Board on 01/31/2002. Modified by the Governing Board on 01/29/2003. Amended 01/28/04, M.S.C. 3.1.5