

EXECUTIVE FOUNDATION DIRECTOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M10	08/15/2024	Classified	1 of 3

DEFINITION: Under general direction, the Executive Foundation Director provides senior leadership of institutional advancement for the Contra Costa Community College District (Contra Costa College, Diablo Valley College, and Los Medanos College) and its affiliated foundations. This position will lead Districtwide and college-level fundraising support, and provide executive leadership of all three foundations.

The position works closely with the presidents of all three colleges and District executive management.

DISTINGUISHING CHARACTERISTICS: The Executive Foundation Director will have senior-level responsibilities for institutional advancement (major gifts, annual giving, corporate and foundation relations, stewardship, and advancement services), and support of the operations of the foundations. They will lead college-level foundation offices and other advancement services professionals.

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

- Works in partnership with the Chancellor, college presidents, executive management and College Advancement teams to develop and execute a comprehensive strategy to expand philanthropic support and to advance the culture of philanthropy at all three colleges.
- Develops and fosters partnerships and strong relationships at all levels and in all disciplines of the colleges and the District.
- Implements fresh, innovative ideas designed to inspire current donors and to engage new supporters.
- Serves as an active, contributing member of the senior management teams of the colleges and the District.
- Participates in resolving development issues and provides recommendations, informed insight and best practices.
- Proposes fundraising strategies to reach and/or exceed institutional goals and to identify new funding prospects.
- Serves as an advocate for the foundation development department District-wide; helps engage and educate the college community about advancement priorities and opportunities.
- Leads the strategy to tap into and maximize the entire range of development tactics to maintain and expand current development activities from all sources—individuals, foundations, corporations, events.
- Leads the effort to identify and engage new supporters to help secure, expand and grow the donor base.
- Identifies strategies to create an alumni engagement program that leads to robust annual giving and major donor opportunities.
- Develops, maintains, cultivates, solicits and stewards a portfolio of high net worth donors and prospects.
- Provides strategy, mentoring and support for the development staff's fundraising assignments; provides leadership for the institutional advancement department, creating short- and long-range plans to meet and exceed contributed revenue goals.



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- Works in close partnership with college and District communications and marketing teams to align priorities and messaging and to craft compelling messages for alumni and donors.
- Tracks, anticipates, responds to and institutes appropriate best practices in philanthropy.
- Ensures that automated systems are in place and sufficient for prospect tracking, research, acknowledgement and stewardship.
- Ensures maximization and appropriate allocation of resources and that the team has support that is commensurate with goals and objectives.
- Collaborates with College Advancement Offices to support strategic direction, board and committee agendas.
- Participates in the identification, recruitment, training and evaluation of foundation staff.
- Collaborates with College Advancement Offices to ensure clean & timely audit and tax processes are in place.
- Conducts periodic reviews and updating of governing documents of the foundations, including articles of incorporations, bylaws, policy manuals, MOUs between the foundations and the District; ensures compliance with all foundation policies and procedures, IRS regulations, and state and federal laws.
- Collaborates with executive management to oversee business operations of the foundations, including deposits and bank reconciliations, audits, tax filings, accounts payable, accounts receivable.

MINIMUM QUALIFICATIONS:

Knowledge Of:

- Methods of, and best practices for, developing and maintaining effective relationships with donors, preferably in a higher education setting.
- Best practices for executive leadership of nonprofit organizations.
- Methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fundraising and resource development program in higher education.
- Various complex methods for the presentation of data and ideas.
- Principles and processes for business and organizational modeling.
- Strategic planning, resources allocation, staffing, and supervision.
- Financial record keeping practices and procedures.
- Complex business report writing.

Ability To: Perform and implement duties and functions above. Required abilities also include but are not limited to:

- Determine how and when a prospective donor can be successfully solicited for a gift.
- Use standard business software such as word processing, spreadsheets, presentations and specialized business software for fund-raising.
- Gather and present general, statistical, and technical data.
- Develop a budget and track expenditures.
- Supervise and train personnel.



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- Communicate effectively, both orally and in writing
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff.

Education/Training: Possession of a Bachelor’s degree from an accredited college or university, or the equivalent.

Experience: Five (5) years of management-level experience in fundraising, capital development and/or campaigns with major gifts solicitation from individuals, corporations or foundations, preferably in higher education. A demonstrated track record of raising funds from business and philanthropic communities.

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

Actions: Adopted by the Governing Board on 07/22/15
Revised 08/15/24