POSITION PURPOSE

Reporting to the Executive Director, Foothill-De Anza Community Colleges Foundation, and working with college leadership, faculty and staff, cultivate, solicit, and steward private support, focusing on gifts up to $25,000.

NATURE and SCOPE

The Associate Director of Development implements strategies to cultivate and solicit gifts up to $25,000; develops stewardship strategies. Initiates and concludes solicitations.

KEY DUTIES and RESPONSIBILITIES

1. With Foundation, college and district leadership, identify key programs and priorities for support.
2. Identify key prospects, conceptualize, prioritize, and plan initiatives to cultivate prospective donors. Actively maintain donor information on Foundation database.
3. With Foundation, college, and district leadership, create solicitation strategies, solicit and close gifts.
4. Maintain active schedule of visits and solicitation to meet annual goals.
5. Staff college commission and work with campus staff and volunteers toward creating activities that will constructively lead to increased private support for the College.
6. Help plan and staff Foundation-related meetings and events.
7. Work with foundation and college leadership to develop alumni and parent programs and activities that will lead to increased affiliation with the College.
8. Identify, recruit, train, and staff fundraising volunteers.
9. Work as a member of the Foundation team to advance the Foundation’s efforts to provide much needed private support for the entire district.
10. Independently, and with Foundation staff, write and develop proposals, materials, solicitation letters, invitations, and other fundraising related materials.
11. Stay current on local and regional fundraising trends and climate as well as federal and state tax laws and regulations.
12. Assist in the development of fundraising projections and forecasts for the foundation; collaborate on efforts to move individuals into the ranks of major givers.
13. Perform related duties as assigned.
14. Support, implement, and promote compliance with the District’s Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
15. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

EMployment Standards

Knowledge:

1. Fundraising techniques and philosophies for an academic organization.
2. Annual giving and direct solicitation methods and procedures.
3. Budget monitory and control.
4. Donor database software.
5. Principles of training and providing work direction to others.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Demonstrated initiative to raise funds at a level that meets or exceeds annual goals.
3. Ability to communicate with individuals at all levels, including those with high net worth, demonstrating excellence in interpersonal relations.
4. Effective written and oral presentation skills.
5. Motivate volunteers at all levels of the organization.
6. Ability to coordinate several programs simultaneously.
7. Prepare comprehensive program reports and reviews.
8. Supervise and direct staff.
9. Work well as a key member of the Foundation team.
10. Demonstrate sound judgment in working with donors, volunteers, faculty, staff and administrators.

Education and Experience:

1. Any combination of education and experience equivalent to a Bachelor's degree.
2. Four years of fund-raising experience in related academic or non-profit setting.
3. Experience interacting with volunteer organizations or equivalent volunteer leadership experience.
4. Experience in higher education environment preferred.

Working Conditions:

1. Typical office environment.
Grade: H
EEO-Category: H11