Executive Director, Foothill-De Anza Community Colleges Foundation

Department: Foundation
College: Central Services
Date: June 2002

POSITION PURPOSE

Reporting to the Chancellor and the Foundation Board of Directors and working closely with the Presidents, faculty and administrators of Foothill and De Anza colleges, develops and implements a comprehensive District-wide fund raising program designed to meet goals established by the Foundation Board of Directors; plans and implements policies, systems, programs, and other activities required to gain resources and community support for the colleges; develops, in concert with Public Information Officers, a public relations program for the Foundation commensurate with the philosophy and goals of the District and the Foundation Board of Directors.

NATURE and SCOPE

This position is responsible for identifying, cultivating and soliciting private financial support from individuals, corporations, and foundations to enable the district to accomplish its goals and meet its mission.

KEY DUTIES and RESPONSIBILITIES

1. Develops and directs a comprehensive fundraising program for the colleges, including the cultivation and stewardship of corporate, foundation, and personal donors, as well as, the development and implementation of a variety of fundraising strategies which include major gifts, planned giving, corporate and foundation solicitations, and annual fundraising efforts.

2. Partners with the Chancellor and College Presidents to identify, cultivate, and solicit funds for District programs; meets with faculty to learn and discuss their financial needs; meets with administrators to prioritize financial needs.

3. Stewards and supports the efforts of the Foundation Board, the Foothill Commission, the De Anza Commission, and the Professional Advisors Roundtable.

4. Supervises the financial accounting system for Foundation fiscal activities, creates a variety of reports/analyses for different forums: gathers data, formulates assumptions, analyzes trends and suggests solutions.

5. Oversees Foundation investment strategies and policies.

6. Manages the Foundation’s assets and disbursements; manages the endowment.

7. Prepares all necessary reports as required by law and ensures that the annual audit is completed.

8. Prepares and administers the annual budget to support the fundraising activities in accordance with District policies and procedures.

9. Develops a public relations program to increase awareness and build support for college goals, programs, services and activities; represents the district in contacts with donors and potential donors.

10. Provides an active communication linkage between the colleges about the Foundation’s goals and activities.
11. Develops and maintains a system for identification, cultivation, record keeping, and acknowledgment of donors and volunteers.

12. Through continued study and participation in professional organizations, maintains an understanding of current ideas, research, and practices in the areas of responsibility for this position.

13. Works with the Directors of Marketing and Communications at the colleges and with the District Communications Coordinator to develop appropriate promotional materials for Foundation activities, programs, solicitations, and mailings.

14. Hires, supervises, directs, and evaluates the work of the Foundation’s staff.

15. Recruits, supervises, and evaluates volunteers.

16. Supports, implements, and promotes compliance with the District’s Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.

17. Assures compliance with the District’s Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains 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:

• Procedures to be used when planning, directing, and coordinating Foundation activities.

• Relevant Internal Revenue Service statutes on donations and nonprofit status.

• Fundraising methods and activities employed in academic and community-based nonprofit organizations.

• Volunteer recruitment and management.

• Budget development and administrative procedures.

• Principles and practices of higher education organization and structures.

• Principles of accessing and assessing a local community and its fundraising potential.

• Principles of management and supervision.

• Computers: commonly used software and communication mediums.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Direct the development of a community college foundation and work with the colleges and the Foundation Board in establishing fundraising goals and plans.

3. Implement goals and plans by working with Boards, committees, volunteers, and staff.

4. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
5. Effectively present and promote the Foundation to the staff and public.

6. Establish and maintain positive relationship with donors, corporate representatives, college officials, administration, faculty, staff, and the public.

7. Competency in spreadsheets and word processors.

**Education and Experience:**

- Bachelor's degree in related field. Master's degree preferred.
- Experience in working with community, corporate, government and education leaders, fund-raising experience in education preferred.
- Minimum of three to five years of fund development experience, including at least two years at the Assistant Director or Director level.
- Certified Fundraising Executive (CFRE) certification.

**Working Conditions:**

1. Typical office environment

Date Approved:
Grade: K
EEO-Category: H-11