



## **Director, Foundation**

(Position Number: D40005)

**\*Initial Review Date: Friday, October 11, 2024**

**Position is open until filled.**

**Full-Time 12-months (1.0 FTE)  
40 hours per week plus benefits  
Management Salary Schedule, Track 5  
(Currently: \$118,343.76 to \$154,060.76)**

### **About Gavilan:**

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; In 2023, we awarded more than 1,200 Associate Degrees/career education certificates.

Gavilan College, a Hispanic Serving Institution with a 60% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice, requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

### **Confidential Inquiries:**

Community College Search Services is facilitating the District's search and recruitment of applicants for this position. For confidential questions or inquiries regarding this position or the recruitment process, please contact:

Will Lewallen, Ph.D., Consultant  
Community College Search Services

[will.lewallen@ccss.solutions](mailto:will.lewallen@ccss.solutions)

831-682-3541

### **Ideal Candidate:**

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity.
- committing to collaboration, effective communication, and the development of strong working relationships.
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

Gavilan College, a vibrant beacon of opportunity in the heart of California, seeks a visionary leader to serve as Director of our Educational Foundation. This position will play a pivotal role in ensuring that every student has the opportunity to reach their full potential. The ideal candidate should have a proven track record of identifying and cultivating individual and corporate donors, crafting strategic fundraising campaigns, and exceeding fundraising goals. Raised funds will support our college's scholarships, academic programs, and essential resources. But leadership extends beyond numbers. You will ardently champion Gavilan's core principles: Diversity, purpose, inclusiveness, and equity. You will weave these values into the fabric of our foundation, ensuring that every voice is heard, every story is valued, and every student has the opportunity to thrive. If you envision your leadership fueling the dreams of countless individuals and shaping the future of Gavilan, we encourage you to join this transformative journey. Submit your application today and become a part of our legacy.

### **The Position:**

Reporting to the Superintendent/President of the District and working in collaboration with the Gavilan College Foundation Board of Directors, plans, organizes, integrates, and manages the administration of the Gavilan College 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 Gavilan Joint Community College District leadership and the Foundation's Board of Directors. The Director manages the nonprofit corporation, serves as the senior fundraiser for the Gavilan Joint Community College District, and oversees multiple programs to engage donors, alumni, and the community. Provides expert professional assistance and guidance to the Foundation Board oversight and administration, fund development feasibility, processes, and procedures; and performs related duties as assigned.

### **Distinguishing Characteristics:**

Gavilan College Foundation Director is an executive-level classification responsible for the administrative oversight of a private, non-profit 501(c)(3) organization that is designated to receive restricted or unrestricted gifts to the district.

**Essential Duties:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Works directly with the Foundation's Board of Directors and the Superintendent/President of the district to develop and implement a comprehensive advancement program that reflects District mission and priorities, including cultivating and stewardship of personal, foundation, and corporate donors that will significantly enhance the Foundation's endowment and annual fund.
- Prepares strategic and annual operating plans and budgets for the Foundation.

- Identifies individual, corporate, and foundation prospects and develops solicitation strategies.
- Conducts transformational, major, and planned gift solicitations.
- Develop grant proposals.
- Directs special fundraising campaigns.
- Oversees the activities of the Alumni & Friends Association and the staff.
- Serves as the Foundation's chief administrative officer and a non-voting officer of the Executive Committee.
- Develop board agendas in collaboration with the Board President and Executive Committee.
- Supervises the preparation of all Foundation committee agendas and meeting procedures.
- Hires, supervises and evaluates the work of the Foundation's staff and provides professional growth and development opportunities.
- Oversees related special events when appropriate and supportive of the overall mission.
- Coordinates the Foundation Scholarship Program.
- Oversees the Foundation's Grant Award Program.
- Oversees Foundation investment strategies and policies.
- Proposes new or appropriate modifications to existing Foundation Bylaws, operating, gift acceptance, and investment policies.
- Works with outside legal, investment, fundraising, research, Public Information Officer, and technical consultants to plan and execute Foundation programs.
- Proposes and implements strategies for volunteer involvement in Foundation activities.
- Supervises the creation of various reports/analyses for different forums; gathers data, formulates assumptions, analyzes trends, and suggests solutions.
- Oversees development and maintenance of an electronic system for identifying, cultivating, record keeping, and acknowledging donors and volunteers.
- Ensures proper monitoring, investment, and distribution of Foundation assets in cooperation with the District's Vice President of Administrative Services and applicable board committees.
- Prepares all necessary reports as required by law; ensures completion and reviews the annual audit report and annual tax filing reports.
- Exercises appropriate fiduciary oversight of charitable trust agreements.
- Assures compliance with all pertinent federal, state, and local laws, relevant contractual obligations, and recognized professional organizations reporting standards.
- Ensures appropriate stewardship of gifts.
- Making presentations at service clubs, community organizations, and related groups.
- Serves as a board director or committee member for related professional organizations.
- Chair or serve as a member of ad hoc or District committees.
- Provide leadership for special projects or task forces.
- Attend special meetings, conferences, and luncheons upon request.
- Serves on District committees as needed or as requested by the Superintendent/President.

### **Minimum Qualifications, Education and Experience:**

1. Bachelor's degree from an accredited college or university preferably with a major in public relations, journalism, communications, or a related field.
2. Five years of related professional experience in a not-for-profit agency or foundation with a proven and demonstrable track record of successful major gift solicitation and program management experience.
3. Management and supervision experience of multiple employees.
4. Alumni relations program development experience.
5. Advanced knowledge of fundraising and alumni tracking software.
6. Outstanding written and verbal communication.

7. Ability to manage marketing and communications efforts.

**Desirable Qualifications:**

- A Masters degree in a related field.
- Certified Fundraising Executive (CFRE) certification and Certified Specialist in Planned Giving (CPG) certification.
- Experience with an institution of higher learning or public agency.

Knowledge of:

- Principles and practices of fund development, including campaign development, major donor cultivation techniques, and planned giving.
- Advancement programs and activities employed in an institution of higher learning and community-based nonprofit organizations.
- Procedures for planning, directing, and coordinating Foundation activities.
- Internal Revenue statutes, State of California legislation, the California Education Code and the Brown Act.
- Principles of management and supervision, including budget development and administrative procedures.
- Principles and practices of higher education organization and structures.
- Federal, state, and local laws, ordinances, codes, regulations, and policies affecting foundation accounting and financial systems, including the Brown Act.

Ability to:

- Plan, organize, manage, assign, delegate, review, and evaluate the work of a foundation.
- Work collaboratively with District leadership to cultivate, solicit, and maintain a robust donor base.
- Manage and coordinate the work of volunteers and Foundation Board members.
- Effectively present and promote the Foundation to the staff and public by establishing and maintaining positive relationships with donors, corporate representatives, college officials, administration, faculty, staff, volunteers, and the public.
- Develop fundraising materials and social media messaging.
- Understand, interpret, explain and apply applicable laws, codes, ordinances.
- Develop and implement appropriate procedures and controls and ensure the accuracy and security of donor and student records.
- Direct the development of community college foundation and work with the college and the Foundation Board of Directors, committees, volunteers, and staff in establishing and implementing fundraising goals and plans.
- Represent the District effectively in public settings and one-on-one with volunteers, donors, and potential donors.
- Make presentations in front of large and small audiences and present proposals and recommendations clearly, logically, and persuasively to diverse audiences.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, cultural, disability, religious background, and sexual orientation of community college students, faculty, and staff.
- Demonstrate cultural competence to effectively engage and support historically marginalized groups by addressing equity issues and improving culturally responsive service-oriented practices.
- Communicate effectively orally and in writing, including writing complex proposals and producing written market-oriented materials.

Other Requirements:

Must possess and maintain a valid California driver's license.

**Working Conditions:**

Duties are primarily performed in an office environment at a desk or at a computer terminal or in meetings. Incumbents are subject to frequent contact in person and on the telephone with executive and management personnel, academic and classified staff, the Board of Trustees, community leaders and the general public. Frequently must travel to other offices or locations to attend meetings and conduct work.

**Physical Characteristics:** The physical abilities involved in the performance of essential duties are:

Typically, must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, and regularly lift, carry and/or move office objects.

**Application Process:**

To be considered for this excellent opportunity the following items are required to be received **through the following CCC Registry website: [www.cccregistry.org](http://www.cccregistry.org)**

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information). Apply at [www.cccregistry.org](http://www.cccregistry.org)
2. Cover letter detailing how you meet the characteristics specified in the ideal candidate section of the job announcement (2-pages maximum)\*
3. Abbreviated Curriculum Vitae or Resume
4. Diversity Statement (within CCC Registry application)

\*All items listed above are required for full consideration. Incomplete applications will not be moved forward to the next steps in the process.

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. The completion of the questionnaire is voluntary. The form will remain in the Human Resources department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the [CCC Registry website](http://www.cccregistry.org), please contact the CCC Registry directly at [registry@yosemite.edu](mailto:registry@yosemite.edu) or call (800)245-4157.

Please make sure to contact the CCC Registry at (800)245-4157 **AFTER** you have applied for this job to verbally confirm that your application materials were submitted correctly and that your application is included in this recruitment.

If you have a verifiable disability and require accommodation to complete the application process, please contact the Human Resources Office at (408) 852-2823.

**Please be aware, the District does not reimburse for expenses related to the recruitment process.**

### **NON-DISCRIMINATION**

Gavilan Joint Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodations to complete the application or interview process, please contact the Human Resources Office at (408) 852-2823 for assistance.