

DIRECTOR, FOUNDATION

DEFINITION:

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 and District on Foundation 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 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.
- Develops grant proposals.
- Directs special fundraising campaigns.
- Oversees the activities of the Alumni & Friends Association and the staff.
- Serves as the chief administrative officer of the Foundation 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 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, communications and computer consultants in the planning and execution of Foundation programs.

- Proposes and implements strategies for volunteer involvement for Foundation activities.
- Supervises the creation of a variety of reports/analyses for different forums; gathers data, formulates assumptions, analyzes trends, and suggests solutions.
- Oversees development and maintenance of an electronic system for the 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 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:

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.

DESIREABLES:

- 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.
- Principles and methodology for accessing and assessing the community and its fundraising potential.

- Procedures for planning, directing, and coordinating Foundation activities.
- Internal Revenue Service 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 and ordinances.
- Develop and implement appropriate procedures and controls and ensure the accuracy and security of donor and student records.
- Direct the development of a 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.

Other Requirements: 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 DEMANDS: 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.