



**ASSISTANT DIRECTOR, FAMILY ENGAGEMENT INSTITUTE**

**DEPARTMENT:** Student Services

**COLLEGE:** Foothill

**SALARY GRADE:** [A2/A3 - E](#)

**POSITION PURPOSE:**

Reporting to and working in close collaboration with the Executive Director (ED), the Assistant Director oversees and implements the Family Engagement Institute (FEI) development plan to identify, cultivate and solicit donors; research and develop grant proposals for private and corporate foundations; and manage the development reporting structure and requirements. The Assistant Director will design and implement a comprehensive fundraising plan aligned with program philosophy, mission, goals, and policies to ensure long-term sustainability, operational success and expansion of the FEI. The Assistant Director will oversee and implement both new and on-going fundraising efforts that support the ED and leadership team in implementing the overall strategic plan, budget development and growth opportunities.

**NATURE and SCOPE:**

The Assistant Director for FEI is responsible to build the development function, implement the development plan, and create and establish the necessary systems to support the function. The responsibilities of grant development and management requires a highly motivated, creative, driven, and organized professional with an ability to excel in written and oral communications and to convey complex ideas through knowledge of subject, research and the creation of compelling, concise and targeted materials.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to:

**Leadership & Operations**

1. Design and implement a strategic development plan that includes a solicitation plan for generating funding from high-level prospects and donors.
2. Conduct research to identify multiple donor sources.
3. Build and maintain a strong portfolio of new and existing prospects and donors for cultivation and solicitation.
4. Work with the Executive Director in cultivating strong relationships with potential donors.
5. Work with the Executive Director and Foothill College to identify additional funding sources and strategies by pursuing grants, foundations, and fee for service models.
6. Work in collaboration with Foothill-De Anza Foundation to communicate fundraising plans and prospects.
7. Represent FEI in the community and promote the development and expansion of FEI.

**Support and Development**

1. Secure financial support from individuals, foundations and corporations.
2. Prepare Letters of Intent, concept papers, proposals and presentations and follow-ups that are tailored to each funder based on their priorities and requirements.
3. Develop and track proposals and reports for all foundation and corporate fundraising.
4. Write interim and final narrative reports per funders' requirements.
5. Create and execute a strategy for a sustained base of annual individual donors.
6. Prepare reports for the FEI Advisory Board, Foothill College, support organizations and other partners documenting financial progress toward objectives and milestones.
7. Support data collection and analysis, and database management.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Experience with fundraising and development through Principles and Policies of Fundraising.
2. Excellent financial understanding that includes both budgeting and key financial statements as well as internal budgeting.
3. Experience in planning, leading and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to ED and advisory board.
4. Special needs and understanding of the perceived barriers for families of low socioeconomic status.

### **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. Uncompromising integrity and strong commitment to the highest standards of professionalism.
3. Skilled at establishing and cultivating strong relationships with peers across different levels of the organization and externally.
4. Skilled in creating powerful, compelling written and oral communications for fundraising.
5. Ability to convey complex ideas through brief, simple materials.
6. Entrepreneurial self-starter with strong interpersonal and motivational skills.
7. Ability to work in a fast-paced, mission focused environment.
8. Ability to manage competing deadlines.
9. Proficiency in Microsoft Office and database systems.

### **Education and Experience:**

1. Bachelor's degree with a strong experience in fundraising for public and/or nonprofit organizations
2. One (1) year experience in the management or administration of development programs, in a non-profit or educational environment.

### **Preferred Qualifications:**

1. Master's degree.
2. Three (3) to five (5) years experience in fundraising.
3. Proven experience in increasing and diversifying funding from external resources.

## **WORKING CONDITIONS:**

### **Environment:**

1. Office environment

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations
2. Dexterity of hands and fingers to operate a computer keyboard
3. Vision sufficient to read various materials
4. Sitting for extending periods of time
5. Bending at the waist
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 2012; Revised: March 2014; June 2014; October 2014

Ed Code: H-11

Creditable Service: PERS