



EXECUTIVE DIRECTOR, FOOTHILL-DE ANZA COMMUNITY COLLEGES FOUNDATION

DEPARTMENT: Foundation

COLLEGE: Central Services

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

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, serves as the chief development officer and develops and implements a comprehensive District-wide fund raising program designed to meet fundraising goals of the Foothill-De Anza Community College District; and provides vision, leadership, strategic direction and administrative oversight of the Foundation and its staff.

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:

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

1. Develop and direct a comprehensive fundraising program for the colleges, including the cultivation and stewardship of corporate, foundation, and individual 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. Increase the number and level of major gifts to Foothill-De Anza.
3. Lead and carry out the Foundation's strategic plan.
4. Provide leadership, coordinate strategies and work collaboratively with the campuses to engage the Presidents, administrators and faculty to prioritize their fundraising needs and engage in creative fund development strategies.
5. Identify and maintain a portfolio of major and planned gift prospects; design and execute identification, qualification, cultivation, solicitation and stewardship strategies for each prospect and determine the best strategy for cultivation and solicitation, i.e. leadership, staff or volunteer involvement.
6. Oversee campus gift officers in implementing collaborative fundraising strategies to solicit and close gifts.
7. Partner with the Assistant Director in overseeing the financial accounting system for the Foundation's fiscal activities.
8. Support the strategic goals and mission of the colleges and advance a positive and enhanced image of the Foundation to the community including representing the Foundation with presence at community events when appropriate.
9. Provide executive leadership to the Foundation Board and support the recruitment and retention of the Board including cultivation of prominent members of the community and alumni to join the board.
10. Working closely with the Foundation Board President, coordinate the work of the Board and its committees.
11. Hire, supervise, direct, and evaluate the performance of the Foundation's staff.

12. 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, programs, and services.
13. 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. Procedures to be used when planning, directing, and coordinating Foundation activities.
2. Relevant Internal Revenue Service statutes on donations and nonprofit status.
3. Fundraising methods and activities employed in academic and community-based nonprofit organizations.
4. Volunteer recruitment and management.
5. Budget development and administrative procedures.
6. Principles and practices of higher education organization and structures.
7. Principles of accessing and assessing a local community and its fundraising potential.
8. Principles of management and supervision.
9. Computers: commonly used software and communication mediums.

Skills and Abilities:

1. 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. Direct the development of a community college foundation and work with the colleges and the Foundation Board in establishing fundraising goals and plans.
3. Experience raising at least \$500K per year individually.
4. Success working with a volunteer Board of Directors including recruitment and management.
5. Ability to develop long-range organizational goals with a Board and executive staff, and manage projects and solicitations simultaneously with highly developed organizational skills and attention to detail
6. Communicate effectively both orally and in writing.
7. Effectively present and promote the Foundation to the staff and public.
8. Experience with functioning independently and effectively in a complex organization.
9. Ability to make the "ask" of donors and corporate leaders.
10. Establish and maintain positive relationship with donors, corporate representatives, college officials, administration, faculty, staff, and the public.

Education and Experience:

1. 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. Bachelor's degree in related field.
3. Three (3) to five (5) years of fund development experience, including at least two years at the Assistant Director or Director level.
4. Experience in working with community, corporate, government and education leaders.
5. Experience raising at least \$1-\$2 million per year either individually or through heading a department.

Preferred Qualifications:

1. Master's degree.
2. Fund-raising experience in education.
3. Knowledge of Bay Area communities, philanthropic and non-profit organizations.

WORKING CONDITIONS:

Environment:

1. Typical 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: June 2002; Revised: September 2013 and May 2014

Ed Code: H-11

Creditable Service: PERS