



**ASSISTANT DIRECTOR, FOOTHILL-DE ANZA COMMUNITY COLLEGES FOUNDATION**

**DEPARTMENT:** Foundation

**COLLEGE:** Central Services

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

**POSITION PURPOSE:**

Reporting to the Executive Director, Foothill-De Anza Community Colleges Foundation, this position is responsible for the administration and implementation of assigned fundraising programs and/or initiatives and for fundraising outcomes. This position is also responsible for communications, marketing, donor system maintenance and oversight and assists with operational administration such as supervising volunteers and support staff, events management, and Board member relations as assigned.

**NATURE and SCOPE:**

The Assistant Director of the Foundation develops and implements strategies to cultivate and solicit gifts up to \$100,000 and greater; develops stewardship strategies, and initiates and concludes solicitations. Working with Foundation, District and college leadership, faculty and staff, this position cultivates, solicits and stewards private support. This position may also assist to identify, cultivate and solicit designated large gifts as assigned. Fundraising programs may include College-specific programs/ initiatives, and district-wide Scholarships, Chancellor's Circles, Alumni, and Business and Industry initiatives, as assigned. Work as a member of the Foundation team to advance the Foundation's efforts to provide private support for the entire district. Work with Foundation and college leadership to develop alumni and parent programs and activities that will lead to increased affiliation with the college.

**KEY DUTIES and RESPONSIBILITIES:**

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

**Fundraising program administration and implementation:**

1. Establish annual financial goals and other outcomes for fundraising campaigns for assigned programs; for example, Scholarships, Chancellor's Circle, Alumni and/or campus specific fund raising programs.
2. Work with Foundation Executive Director and Foundation Board, and college and district leadership to identify key programs and priorities.
3. Design, develop and implement fundraising campaigns. Identify key prospects, conceptualize, prioritize and plan initiatives to cultivate prospective donors; maintain active schedule of meetings, calls, visits and other solicitations to meet annual goals.
4. With Foundation, college, and district leadership, create solicitation strategies, and solicit and close gifts.
5. Assist in the development of fundraising projections and forecasts for the Foundation; collaborate on efforts to move individuals into the ranks of major givers.
6. Develop and respond to inquiries for annual, memorial and endowed scholarships and planned giving donations; work with donors to set-up criteria.
7. Serve as contact for stock transfers; acknowledge donor with appropriate tax receipts; monitor incoming gifts and issue orders to sell upon receipt.

8. Work with campus staff and volunteers to create activities that will constructively lead to increased private support for the colleges.
9. Stay current on local and regional fundraising trends and climate as well as federal and state tax laws and regulations; make recommendations for changes as appropriate.

**Communications and marketing:**

1. Write and develop proposals, materials, solicitation letters, invitations and other fundraising-related materials.
2. Create and/or oversee the creation and publication of a myriad of Foundation publications, marketing materials, website postings while collaborating with appropriate college departments to ensure consistency of information and styles.
3. Execute design and branding for Chancellor's Circle.

**Fundraising data administration, maintenance and oversight:**

1. Ensure accurate and complete Enterprise Resource System (ERP) data; maintain donor information on applicable Foundation donor system(s)
2. Serve as primary ERP expert and supervise all requirements related to the Advancement module.
3. Prepare reports and analyze data; make recommendations as appropriate.
4. Provide training, advice and supervision for staff; plan and implement specific functions as necessary.
5. Oversee the establishment of new funds to determine if they are appropriate while working with department budgeteers and accountants to develop relevant statements of purpose for the funds

**Supervision and operational administration related duties:**

1. Identify, recruit, train and staff fundraising volunteers.
2. Provide ongoing supervision and evaluation to assigned staff, specific contract employees, and regular office volunteers.
3. Plan and manage budgets, initiate and execute contracts for services.
4. Work with the Foundation investment management company and finance committee of the Board of Directors; analyze Foundation endowment assets and manage endowment software to ensure proper endowment tracking; annually, provide suggested payouts to the Finance Committee for approval.
5. Prepare and approve contracts for services.
6. Help plan and staff Foundation-related meetings and events.
7. 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, curriculum, programs and services.
8. 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 through enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
9. Perform related duties as assigned.

## **WORKING RELATIONSHIPS**

1. Liaison for each College Financial Aid office Director and scholarship coordinator(s) to provide oversight for scholarship offerings, including reconciliation.
2. Maintain relationships with all college and district departments to ensure dedicated Foundation funds are used and distributed according to donors' wishes, tax laws and District or State policies.
3. Work closely with all Foundation staff, Foundation Board of Director members on a regular basis to ensure reasonable objectives are established and accomplished, policies and procedures are followed, deadlines are met, and resources are obtained and used according to established plans; act as a key member of the fundraising team (staff and volunteers) and provide input regarding donor recruitment, cultivation/stewardship and management.
4. Participate as a full member of Foundation Board committees.
5. Serve as a member of the final selection committee to determine allocation of scholarships across both colleges.
6. Interact with specific contractors, temporary employees, community volunteers, vendors and others on a regular basis to obtain or maintain Foundation resources.
7. Work with district staff including budgeteers (typically Division Deans, Presidents or Vice Presidents) regarding available payouts, and Payroll supervisor regarding staff payroll deductions, pledges, and appropriate fund coding.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Fundraising techniques and philosophies for an academic organization.
2. Annual giving and direct solicitation methods and procedures.
3. Budget monitoring and control.
4. Donor database software.
5. Principles of training and providing work direction to others.

### **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. Demonstrate initiative to raise funds at a level that meets or exceeds annual goals.
3. Ability to communicate with individuals at all levels, including those with high net worth. Demonstrate excellence in interpersonal relations.
4. Effective written and oral presentation skills.
5. Motivate volunteers at all levels of the organization.
6. Ability to coordinate several programs simultaneously.
7. Prepare comprehensive program reports and reviews.
8. Supervise and direct staff.
9. Work well as a key member of the Foundation team.
10. Demonstrate sound judgment in working with donors, volunteers, faculty, staff and administrators.

### **Education and Experience:**

1. Associate degree in a related field.
2. One (1) year of administrative or leadership experience in a related field.

### **Preferred Qualifications**

1. Bachelor's degree in a related field.
2. Experience in higher education environment.

3. Four years of fund-raising experience in related academic or non-profit settings, or equivalent transferable experience.
4. Experience interacting with volunteer organizations or equivalent volunteer leadership experience.

**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: April 2013; Date Revised: July 2019

Ed Code: H-11

Creditable Service: PERS