



DIRECTOR OF DEVELOPMENT

DEPARTMENT: Foundation
COLLEGE: Central Services
SALARY GRADE: [A2/A3 - H](#)

POSITION PURPOSE:

Reporting to the Executive Director, Foothill-De Anza Community Colleges Foundation. Work with college leadership, faculty and staff, existing donors and prospective donors. Develops and implements strategies to cultivate, and solicit gifts up to \$100,000.

NATURE and SCOPE:

The Director of Development implements strategies to cultivate and solicit gifts up to \$100,000; develops stewardship strategies. Initiates and concludes solicitations.

KEY DUTIES and RESPONSIBILITIES:

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

1. With Foundation, college and district leadership, identify key programs and priorities for support.
2. Identify key prospects, conceptualize, prioritize and plan initiatives to cultivate prospective donors. Actively maintain donor information on Foundation database.
3. With Foundation, college, and district leadership, create solicitation strategies, and solicit and close gifts.
4. Maintain active schedule of visits and solicitation to meet annual goals.
5. Staff college commission and work with campus staff and volunteers to create activities that will constructively lead to increased private support for the college.
6. Help plan and staff Foundation-related meetings and events.
7. Identify, recruit, train and staff fundraising volunteers.
8. Work as a member of the Foundation team to advance the Foundation's efforts to provide much-needed private support for the entire district.
9. Independently, and with Foundation staff, write and develop proposals, materials, solicitation letters, invitations and other fundraising-related materials.
10. Stay current on local, regional and national fundraising trends and climate as well as federal and state tax laws and regulations.
11. Assist in the development of fundraising projections and forecasts for the Foundation. Collaborate on efforts to move individuals into the ranks of major givers.
12. Perform related duties as assigned.
13. 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.

14. 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.

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. Bachelor's degree with a strong experience in fundraising for public and/or nonprofit organizations.
2. Two (2) years of fund-raising experience in related academic or non-profit settings, or equivalent transferable experience.

Preferred Qualifications:

1. Experience interacting with volunteer organizations or equivalent volunteer leadership experience.
2. Experience in higher education environment preferred.

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.

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