



**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, administrators and volunteer commissioners of Foothill and De Anza colleges, serves as the chief development officer. Develops vision for, and oversees the implementation of a comprehensive District-wide fundraising program designed to meet fundraising goals of the Foothill-De Anza Community College District. Provides 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 of education excellence and student equity.

**KEY DUTIES and RESPONSIBILITIES:**

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

1. Provide executive leadership to the Foundation Board including the recruitment and of prominent alumni and community members.
2. Working closely with the Foundation Board President, coordinate the work of the Board and its committees.
3. Develop an overarching vision for the Foundation.
4. Lead the development of, and implement, a strategic plan.
5. Develop and direct a comprehensive fundraising program for the colleges, including the cultivation and stewardship of individual donors as well as a comprehensive strategy for corporate and foundation donors.
6. Represent the Foundation in the community, including as a regular presence with community groups and at various public events.
7. Increase the visibility of the Foundation in the regional corporate, philanthropic, educational and governmental communities in order to support Foundation fundraising goals.
8. Develop and implement a variety of fundraising strategies for soliciting major gifts, planned giving, corporate and foundation donations, and annual fundraising efforts.
9. Provide leadership, and work collaboratively with the campuses to engage the Presidents, administrators and faculty in prioritizing their fundraising needs and collaborating in creative fund development strategies.
10. Support the missions of the colleges and their strategic goals as established and communicated by the Presidents and/or their designees. Ensure cohesion of Foundation publicity with college marketing and communications.
11. Oversee college development directors in implementing fundraising strategies to solicit and close gifts.
12. 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, e.g. leadership, staff or volunteer involvement.

13. Oversee the Assistant Director in monitoring financial accounts.
14. Hire, supervise, direct, and evaluate the performance of the Foundation's staff.
15. 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.
16. 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. Awareness of 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. Success working with a volunteer Board of Directors including recruitment and management.
4. 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
5. Communicate effectively both orally and in writing.
6. Effectively present and promote the Foundation to the staff and public.
7. Experience with functioning independently and effectively in a complex organization.
8. Ability to make the "ask" of donors and corporate leaders.
9. Establish and maintain positive relationship with donors, corporate representatives, college officials, administration, faculty, staff, and the public.

### **Education and Experience:**

1. Bachelor's degree in related field.
2. One (1) year of leadership experience at a Director or Assistant Director level with comparable responsibilities
3. Two (2) years of fund development experience.

### **Preferred Qualifications:**

1. Five (5) years of fund development experience with significant demonstrated success.
2. Fund-raising experience in education.
3. Experience in working with community, corporate, government and education leaders.
4. 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; Revised March 2019; July 2019

Ed Code: H-11

Creditable Service: PERS