

**DESERT COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE DESERT FOUNDATION**

**DIRECTOR OF DEVELOPMENT  
Fund Development, Annual Giving and Memberships**

**Basic Functions:**

The Director of Fund Development, Annual Giving and Memberships is responsible for developing and implementing the development strategy for annual giving, the year end-giving campaign, memberships in Foundation organizations, and the Scholarship program. Reporting to the Executive Director of the College of the Desert (COD) Foundation, the Director is responsible for achieving fundraising goals of the Foundation. The responsibilities include planning and implementing membership drives, business and corporate fund development, fundraising events, campus tours, solicitation of major gifts, and the administration of all membership programs and scholarships.

**REPRESENTATIVE DUTIES**

1. Provide leadership and management of the direction, planning and execution of all membership programs. *E*
2. Plan, develop and execute strategies for obtaining donations. Identify, cultivate, and solicit prospective donors (individuals, corporations and foundations). *E*
3. Develop and implement business development strategies to achieve fund development. *E*
4. Manage and execute annual and special fund campaigns. *E*
5. Plan and execute annual year end fund drive. *E*
6. Manage annual and special fund campaigns. *E*
7. Plan, coordinate and implement benefit events for fund development. *E*
8. Solicit pledges for funds from corporations and foundations. *E*
9. Provide staff support to the Foundation Board and appointed committees working with fund development. *E*
10. Solicit funding for scholarships and administer the scholarship program. Coordinate with college departments and staff, and implement donor-recipient recognition program. *E*
11. Advise and consult with the Executive Director on all fundraising related activities. *E*
12. Coordinates and implements campus tour program. *E*
13. Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and practices of effective fund development strategies; professional ethical standards and practices as identified and agreed to by the National Society of Fund Raising Executives and the National Committee on Planned Giving; the philosophy of community colleges; organization and confidential management of donor record, interpersonal skills using tact, patience and courtesy; partnership-building and event planning; all components of a diversified funding base; Microsoft computer applications and data base programs; strong verbal and written skills to communicate clearly and persuasively; exceptional interpersonal skills with the ability and personality to work collaboratively, accept responsibility, motivate colleagues, volunteers and donors.

**Ability to:** Organize fundraising activities effectively, prioritize prospects, and participate in the solicitation of major gifts and donations; prospects, cultivate and manage new accounts; make effective public presentations to large community groups, organizations and governing boards and commissions; establish and maintain effective relationships with persons from diverse backgrounds; solicit large donations via one-on-one solicitation to major donors; lead and work with Board members, committees and colleagues; possess a high energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; maintain a high degree of initiative.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor’s degree in business, communications, marketing or related field and (5) five years of progressively responsible experience in development, including experience in marketing and/or public and community relations. Must demonstrate track record of achieving revenue targets and /or a quota of over \$1 million annually.

**DESIRABLE QUALIFICATIONS:** Three to five years of direct sales, marketing, business development experience in a service industry or with a non-profit. Previous experience working with a planned giving program.

**LICENSES AND OTHER REQUIRMENTS**

Valid California driver’s license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

**WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

**EMPLOYMENT STATUS**

Classified Administrator

**E:** Essential functions of the job.

Leadership Salary Schedule: Row XI

Approved 6/20/13