

DESERT COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR COLLEGE OF THE DESERT FOUNDATION

SUMMARY

Under the direction of the Superintendent/President and College of the Desert Foundation Board President, the Executive Director is responsible for the administration and management of the Foundation's functions, including program and policy development and implementation, personnel administration, and budget management. The Executive Director is responsible for assisting the Foundation Board to develop and execute a comprehensive strategic plan for generating revenue, including fundraising, to benefit the College of the Desert and the Desert Community College District. The Executive Director is a direct report to the Superintendent/President or designee.

REPRESENTATIVE DUTIES – All Job Duties are Essential

1. Conduct a comprehensive fund development program to fund the needs of the College that have been adopted by the Foundation Board and to fund the Foundation's operations.
2. Solicit funds via face-to-face solicitations and grant proposals. Implement special events; organize and implement annual campaigns, capital campaigns, and any other appropriate fund development programs as deemed appropriate.
3. Identify major prospects and ensure appropriate cultivation occurs. Provide proposals and other support materials to the Superintendent/President and Foundation Board for major gifts and solicitations. Provide leadership for any campaigns that may be undertaken by the Foundation.
4. Work in partnership with the College and identify and cultivate planned gift prospects.
5. Conduct comprehensive fundraising programs among alumni, the community, Foundation, and corporate donors. Ensure the growth of various major donor categories.
6. Develop methods and systems to provide for major gifts, annual campaigns, corporate giving, estate planning and gifts, annuities and trust funds, and all other methods of support for the College.
7. Participate in planning and training activities both on and off campus as they relate to District activities. This includes community events, meetings, boards, committees, and other outreach activities.
8. Work collaboratively with the Alumni Association to develop programs that highlight alumni and programs that maintain alumni support for the College.
9. Initiate and develop proposals to corporate and foundation grant-makers to seek unrestricted annual and restricted gifts while coordinating closely with College representatives.

10. Support the Superintendent/President in his/her advancement activities, managing engagement of prospects for major District priorities, providing research, and conferring on strategies.
11. Provide staff support for Foundation committees. Provide meeting materials, including written reports as necessary and minutes for the Foundation Board and committees.
12. Ensure that the talents of the Board members are fully applied to meet organizational objectives.
13. Oversee, in consultation with the Foundation Investment Committee, the prudent investment of all Foundation funds in accordance with prevailing laws and regulations.
14. Keep the Board informed of the financial performance of the Foundation.
15. Maintain the accuracy and integrity of donor and prospect information in the Foundation database.
16. Compile and maintain statistical and other data and prepare reports. Utilize appropriate reports to enhance and improve information and decision-making for program management.
17. Develop strategic and annual operating plans for the Foundation and its fundraising programs and activities. In cooperation with the Vice President, Administrative Services, ensure fiscal accountability of the Foundation.
18. Evaluate the success of development programs on an annual basis. As appropriate, provide recommendations to improve effectiveness of all development efforts.
19. Represent the Foundation to external organizations and constituencies.
20. Attend College and community events and represent the College and the Foundation.
21. Regularly consult with College Superintendent/President's Executive Cabinet members to identify College programs and activities requiring financial and other support of the Foundation. Attend all College meetings relative to the Foundation and report at monthly Desert Community College District Board of Trustee meetings.
22. Supervise Foundation-based publications, including fundraising brochures, annual reports, and website; work cooperatively with the College to enhance the College's reputation and to build and sustain relationships through precise, strategic, and purposeful communications; maintain enhanced brand identity by communicating the College's unique features and benefits to constituent groups.
23. Working with the District's Office of Human Resources, select, supervise, develop, and evaluate staff in the Foundation. Supervise volunteers supporting the Foundation.
24. Other duties and responsibilities as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience, and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, techniques, and procedures used to plan, develop, market, and deliver major fundraising and resource development program in higher education; financial investment management techniques and regulations; leadership techniques; strategic planning, resources allocation, staffing, and supervision; analysis and various complex methods for the presentation of data and ideas; operation of a computer and related software including word processing, spreadsheets, presentations and email; financial record keeping practices and procedures; methods to gather and present general, statistical, and technical data; budget development, and expenditure tracking.

Ability to: Strengthen and implement the goals of a major comprehensive community college foundation program, including overseeing revenue generating campaigns and outreach to the business and philanthropic communities; provide leadership and prioritize projects; communicate effectively, both orally and in writing; develop a positive relationship with the media; prepare and make effective presentations to Foundation, College and corporate boards, administrators, and business community groups; develop effective partnerships between the College Foundation and community and industry leaders; develop relationships of trust with internal and external constituents; demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

MINIMUM QUALIFICATIONS

Any combination equivalent to: Possession of a Master's degree in business, communications, marketing, or related field from an accredited institution; and five years progressively responsible experience in resource development; revenue generation; fundraising; marketing, and/or public and community relations; or the equivalent.

DESIRABLE QUALIFICATIONS

Certified Fund Raising Executive (CFRE) certificate.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, an acceptable driving record, and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment, constant interruptions, extensive contact with the public. Requires evening and weekend responsibilities.

EMPLOYMENT STATUS

Classified Administrator

Leadership: XIII

Approved May 20, 2010; updated May 2017