

Executive Director, Foundation Cerro Coso Community College

Kern Community College District JOB DESCRIPTION

Definition

The Executive Director reports to the College President and provides leadership for the Cerro Coso Community College Foundation, a 501(c)(3) auxiliary organization dedicated to supporting Cerro Coso Community College and its programs. The Executive Director is the chief advancement officer responsible for the planning, organization, and implementation of a comprehensive asset development program (including gifts, donations, annual and comprehensive campaigns, alumni program, sponsorships and institutional events) and manages the program to ensure that the Foundation is a conduit for local, regional, and other philanthropic investment and an instrument for helping the College to achieve its mission to serve the community's educational needs.

Under administrative direction of the College President, plans, directs, and develops a comprehensive advancement program among alumni, the community, corporate donors, and individual friends of the College; develops strategic plans and systems to organize and enhance private corporate and foundation development, corporate giving, estate gifts, annuities and trust funds, and other methods of support for the College; oversees Foundation fund raising activities; and plans all donor, corporate and foundation contracts; develops procedures and oversee all gifts, donations, and funds generated by any college unit; coordinates private grant prospecting and participates, when appropriate, with public grant applications and/or administration.

Examples of Duties

1. In alignment with the College's strategic directions, direct and administer the overall planning and activities of the CCCC Foundation to achieve benchmarked outcomes for donor development, fundraising, capacity building and Board development.
2. Provide leadership and direct the development and implementation of goals, objectives, policies, and priorities for the Foundation and its fundraising programs and activities; develop strategic annual and long-term plans; develop and implement annual operating plans.
3. Provide leadership in the creation and execution of a development plan to support College initiatives; manage all fund-raising and development efforts, and related campaigns for the College; serve as a resource to assist in developing cases for support, determining funding equations, and implementing a process for identifying, qualifying, cultivating, and approaching potential

donors.

4. Develop and implement a wide variety of fundraising programs and activities, including but not limited to, general fundraising solicitation, grants, fundraising events, planned giving, and capital campaigns.
5. Develop and maintain partnerships with businesses, organizations, elected officials in the community, government agencies, civic and philanthropic organizations, foundations, trusts, business organizations and councils for purposes of fundraising, advancing the image of the College in the community.
6. Represent the College in various civic and business-related organizations for the purpose of building support and identifying opportunities for new or enhanced College programs to serve community needs.
7. Communicate the College's mission, vision and goals to donors and prospective donors; develop and sustain individual, corporate, community, and Foundation relations; build and maintain ongoing relationships with major donors and actively works to cultivate and solicit leadership donations and planned giving opportunities.
8. Select, train, motivate and evaluate assigned personnel, ensuring a high level of professionalism; plan, direct, coordinate and review the work plan for all Foundation activities and staff; assign work activities, projects, and programs, review and evaluate work products, methods, and procedures; work with staff to identify and resolve problems.
9. Oversee endowment accounts and investment management; exercise appropriate fiduciary oversight of Foundation assets, trust agreements, endowments, and gift acceptance and investment policies.
10. Coordinate plans associated with preparing, submitting, and monitoring external grant applications to private foundations and corporations.
11. Respond to and resolve difficult and sensitive inquiries and complaints.
12. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence. Attend and participate in professional group meetings; maintain awareness of new trends in development activities; incorporate new developments as appropriate.
13. Perform other related activities as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited educational institution or the equivalent.
- Three years of professional level fundraising experience, preferably at the director level.

- Experience in Foundation Board development, annual giving, foundation and corporate relations, personal solicitation of major gifts, capital campaign planning and implementation, and volunteer training and supervision.
- OR, in lieu a Master's with one year experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Knowledge of pertinent State and Federal laws, codes, statutes, and regulations.
- Knowledge of the principles of supervision, training, and evaluation.
- Knowledge and understanding of business principles including accounting and cash flow management.
- Knowledge of best practices related to donor relations and subject matter expertise on fund raising strategies and activities.

Ability to:

- Ability to manage people and processes, to work as a team member with diverse groups, to be flexible but firm in support of areas under one's administration, to work with large community groups and various stakeholders, to direct volunteers, to communicate clearly both orally and in writing.
- Ability to work with College departments, faculty, staff, and students to ensure appropriate programs and activities are being promoted to potential College supporters and to identify opportunities for College programs based on industry needs.
- Ability to lead and demonstrate techniques associated with developing collaborative and effective partnerships. Ability to collaborate with agencies, institutions, and stakeholders at local, regional, state, and national levels.
- Ability to demonstrate strong planning, problem solving, and organization skills.
- Ability to prepare and present comprehensive, concise, and clear oral and written reports.
- Ability to effectively delegate authority and responsibility.
- Ability to work independently and set goals and objectives in support of College's goals for units that fall within scope of authority.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to recruit Foundation Board of Directors, community, and business leaders interested in providing and raising funds for the support of Cerro Coso Community College educational and student support programs and activities, scholarships, and capital outlay needs.
- Ability to demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)