

**Executive Director, Foundation**  
**Porterville College**  
**Kern Community**  
**College District**  
**JOB DESCRIPTION**

## **Definition**

In consultation with the Porterville College (PC) Foundation Board and the College President, the Foundation Executive Director manages and administers the operation of the PC Foundation. The Executive Director plans, budgets, implements and evaluates comprehensive activities to raise, acknowledge, and distribute gifts from the private sector to the College. The Executive Director position will provide support to the Foundation Board of Directors and will serve to improve the visibility of the college and the foundation in the community. Additionally, the Executive Director responds to inquiries from college departments, the community, and/or external agencies and supervises administrative services professional, paraprofessional and technical/support staff.

## **Examples of Duties**

1. Reporting to and working in close collaboration with the Foundation Board the Director of the Foundation will assist in design, develop and execution of a comprehensive development strategy for the College's Foundation to support the college mission and goals, which includes seeking grants and endowments from individual donors, and private foundations.
2. Develops, recommends, and administers policies, procedures and processes in support of Foundation goals and operations, in accordance with relevant legal parameters, and implements and monitors compliance with approved policies, procedures and processes.
3. Develop an annual fundraising plan to support the college's strategic plan and program improvement objectives. Specifically, fundraising efforts should focus on supporting college program improvement initiatives, on supporting the college's learning environment, and scholarships for students. Including, database management; donor acknowledgement and communication.
4. Supports the implementation of private fundraising at PC in coordination with the Foundation Board, as well as the college's programs, faculty, staff, governing board and community. Including, businesses, industry partners, and corporate, foundation and government entities.

5. Oversees the Foundation's scholarship and grant programs, and ensures that those further the Foundation and college mission and strategic goals, such as database management, donor acknowledgement and communications.
6. Monitor all donor information; provide and present statistical and narrative reports; work collaboratively with the Vice President of Finance & Administrative Services to prepare budget and financial reports to the Foundation Board and college leadership.
7. Supports the Foundation Board and designated Board committee operations; develops agendas, related documentation and minutes for meetings.
8. Participates in/on a variety of meetings, committees, taskforces and/or other related groups to communicate information regarding the Foundation and its initiatives both on and off campus. Oversee selection and ensure the fairness of scholarship selection and awarding processes on the Scholarship Committee.
9. Supervises professionals, paraprofessionals, technical/support and/or classified staff. Hires, trains, disciplines and recommends dismissal of staff as necessary.

## **Qualifications**

- Requires a Bachelor's Degree
- 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, volunteer training and planning is required.
- OR, in lieu a Master's with one year experience.
- Preferred degrees from an accredited college university, or the equivalent.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## **Knowledge and Abilities**

- Effectively lead or manage a nonprofit organization and/or foundation operation;
- Interpret and apply applicable laws, rules and regulations;
- Speak in public, present information, facilitate group discussion, influence and

- negotiate;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations in support of goals;
- Effectively direct multiple fundraising initiatives in support of college priorities;
- Develop and maintain effective relationships with diverse members of the community, business and industry, management, board of directors, foundation board, staff and volunteers;
- Work with diverse academic cultural and ethnic backgrounds of faculty, staff, students and community members;
- Utilize computer technology for communication, data gathering and reporting activities;
- Communicate effectively through oral, written, and social mediums.

## 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

Often—51-75 percent = 3

Occasional—25-50 percent = 2

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

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(Employee's Signature)

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(Date)

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(Supervisor's Signature)

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(Date)