



## Development Director

### Management Range 18

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

## **SUMMARY DESCRIPTION**

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Under the general supervision of the appropriate administrator, the Development Director, is responsible for the overall management and administration of the Foundation; the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the organization's mission; the coordination or writing of major grants for the Foundation; providing leadership for the solicitation of donations, fundraising including planned giving, annual giving campaigns, capital campaigns, endowments, planned annuities, scholarship and corporate giving; major event planning; alumni development; and community involvement as it relates to generating external sources of income to support the mission; oversee the organization's efforts in all philanthropic activities as major gifts, annual fund, events and development operations and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

## **REPRESENTATIVE DUTIES**

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1. Serves as the Director of the Foundation and manages the overall function of the Foundation, developing annual goals, training, preparing meeting agendas, Board handouts, minutes, and other relevant materials, and accountability for the overall operation of the Foundation
2. Develop and implement a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts.
3. Ensure success in events management, including cultivation activities and signature fundraising events.
4. Identifies external sources of income to assist the Foundation in attaining its objective by identifying, cultivating and soliciting gifts from both individuals and public and private institutions, including but not limited to: the solicitation of donations; fundraising including planned giving, annual giving campaigns, capital campaigns, endowments; planned annuities, scholarships, corporate giving, academic and campus program donations; major event fundraisers.
5. Identifies and analyzes new fundraising opportunities, works with others to solicit funds and in-kind gifts, and identify and design special events to support fundraising efforts.
6. Researches, identifies and recognizes state, federal and private grant offerings that present viable funding opportunities for the Foundation. Develops grant ideas and writes major grant proposals/applications on behalf of the Foundation. Manages and coordinates the implementation and performance of the grants received.
7. Prepares and develops promotional, publications, and marketing strategies, advancing the image and purpose of the Foundation, College, or the District.
8. Organizes and participates in outreach activities to promote long-term competitive capacity for the foundation, College, and the District.
9. Provides technical assistance in the planning, writing, program design, budget development, and evaluation. Creates and maintains systems for dissemination of information about external funding opportunities and other grants-related information.
10. Establishes, maintains and adheres to guidelines for maintaining the confidentiality and security of all Foundation matters. These guidelines take into account the nature of the Foundation's role in the community and the need to safeguard Foundation records.



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11. Provides leadership for planning, budgeting, and the development of the grant programs and services in consultation with all external partners and coordinates the submission of proposals. Ensures that all grant expenditures are reasonable, allocable and allowable according to agency guidelines.
12. Manage a portfolio of major gift level prospects through the entire cycle of development (research and identification, cultivation, solicitation, closure and stewardship).
13. Pursue and complete major gift solicitations, to include revocable intentions. This would include face to face meetings with major gift donors.
14. Monitor Foundation assets, fiduciary oversight of trust agreements, gift reception and investment policies. Uses appropriate technology and data systems to manage and monitor gifting, donor data bases, and donations for planning and recognition purposes.
15. Provides leadership for the Foundation to be in compliance with federal, state, and local laws and regulations.
16. Coordinate the Annual Audit of the Foundation and prepares and disseminates the Annual Report and makes the Annual Report presentation to the SBCCD Board of Trustees and the Foundation Board. Ensures and oversees that the Foundation maintains accounts, payables and receivables, safeguards tax records, follows tax requirements, and satisfies the Foundation's insurance needs.
17. Performs other related job duties as assigned.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services, and activities of a foundation, grant management program and fundraising.
- Principles and practices of grant writing and management.
- Principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Principles and practices of program development and administration.
- Principles and practices of financial management and public and non-profit administration.
- Principles and practices of budget planning, development and preparation, proposal development, assembly, submission and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.
- Principles, methods, procedures and strategies of community relations, marketing, promotion, fundraising, Foundation, scholarship and alumni development.
- Planning and implementation of development programs using college and community resources.

### **Ability to:**

- Oversee and participate in the management of a comprehensive grant management and resource development program.
- Plan, organize, and efficiently manage concurrent demands and meet deadlines.



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- Lead teams, groups and meeting.
- Negotiate with funding agents and follow-up on progress of grant activities.
- Visualize operational and program implications, reason logically, draw valid conclusions, recommend alternative and take appropriate actions.
- Plan, organize and direct and coordinate the work of others.
- Develop, implement, interpret and apply a wide variety of governmental and department policies and procedures.
- Establish and maintain cooperative working relationships with funding agencies, auditors and community.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- 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.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work evening and weekends according to event-related scheduling.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Bachelor's degree from an accredited college or university.

#### **Required Experience:**

- Five (5) years of recent full-time experience in grants and resource development. OR
- Five (5) years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts. OR
- Five (5) years full time equivalent work experience in marketing, community relations, and fundraising/development.

#### **Preferred Experience:**

- Experience in an educational setting.



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#### **License and Certification**

- Possession of a valid California Driver's License.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.