

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DEAN OF INSTITUTIONAL & COMMUNITY ADVANCEMENT AND EXECUTIVE DIRECTOR OF THE FOUNDATION FOR SBVC

DEFINITION

Under the general direction of the President of San Bernardino Valley College and the Board of Directors of the Foundation for San Bernardino Valley College, the Dean of Institutional & Community Advancement and Executive Director of the Foundation for SBVC provides strategic leadership for institutional development, community services, Foundation, and serves as the chief fundraising officer for San Bernardino Valley College. The Dean provides leadership and supervision for the Foundation development staff to carry out a full program of development and advancement activities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Initiates major gift (\$10,000 and over) solicitations. Identifies major prospects and assures appropriate cultivation takes place. Provides proposal and other support material to the College President and Foundation Board Members for major gift solicitations. Provides staff leadership for any campaigns or mini-campaigns that may be undertaken by the Foundation.
2. Responsible for marketing SBVC's planned giving opportunities to the campus and community, for identifying and cultivating planned gift prospects, and for conducting solicitations and negotiating planned gifts.
3. Responsible for identifying major capital projects and for identifying and cultivating major gift prospects and donations to support such projects.
4. Initiates proposals to corporate and Foundation grant makers in seeking unrestricted annual and restricted gifts; coordinates closely with the College President and the Vice-Presidents to establish grant-seeking priorities for their respective programs.
5. Responsible for assuring that the Annual Fund reaches unrestricted and restricted cash goals each year through focused and cost-effective direct mail, telemarketing, and other forms of solicitation.
6. Responsible for establishment of new scholarship funds and oversees effective administration and stewardship of all privately funded scholarships and their donors.
7. Responsible for the establishment of an active alumni program.
8. Serves as Executive Officer of the Foundation for SBVC. Provides staff support for the Executive Committee and the Finance/Investment Committee as well as all development committees.
9. Provides all meeting materials, including written reports as necessary, for the Board of Directors, the Executive Committee and all development committees. Provides minutes of meetings of for the Board of Directors, the Executive Committee and all development committees.

10. Has overall responsibility for accuracy and integrity of donor and prospect information within Foundation's database. Utilizes database reports to enhance and improve information and decision making for program management.
11. Represents SBVC to many external organizations and constituencies. Attends SBVC and community events when the achievement of development objectives will be served and/or where the College should have a presence.
12. Provides guidance and approval to departments or programs within the College which, from time to time, develop fundraising events or other activities which represent the College to external audiences.
13. Supervises Foundation-based publications including fund raising brochures, an annual report to the community, and the Foundation's new website.
14. Represents the College at community events.
15. Reviews community and student needs assessments to determine community service program needs and coordinates the implementation of community services programs and activities.
16. With the College President and members of the Executive Committee, develops long-range planning and direction for Foundation's development program.
17. Works closely with faculty, deans, and vice presidents to more fully integrate the Foundation, its fundraising activities, and endowment use into academic and student services program planning and funding each year.
18. Annually evaluates the success of the development programs. As appropriate, provides recommendations to improve the effectiveness of all development efforts.
19. Other related duties as assigned.

MINIMUM QUALIFICATIONS

Education And/Or Experience

Education and Experience

- Master's degree from an accredited institution of higher education
- Minimum of three years of increasingly responsible experience including administrative functions such as dean, department head, director, coordinator, or management intern.
- Experience that indicates a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Knowledge

Knowledge of California Community College philosophy and mission; methods, procedures, and techniques used to successfully solicit funds from various sources including philanthropic, commercial, governmental, and individual; laws regulations, and tax benefits applicable to fundraising; marketing principles and methods; statistical analysis; report writing; public speaking; supervision principles; budgeting and financial forecasting; and modern technology pertaining to marketing, fundraising, and membership management.

Ability to:

Ability to communicate effectively both orally and in writing; work collaboratively with faculty, staff, administrators, and community members; supervise and direct staff; manage the budget effectively; work with students, faculty, staff and community members from diverse academic, cultural, ethnic, and socioeconomic backgrounds; establish and achieve financial objectives; develop, plan, and implement a comprehensive fundraising program geared to specific goals and objectives; develop and maintain contacts and relationships with philanthropic, commercial, and governmental organizations and individuals for fundraising purposes; assemble and analyze data; make public presentations as needed to represent the college and the Foundation.

Special Requirement

This position requires attendance at college activities and community events off-campus. Individual must have possession of or ability to obtain a valid and clear California driver's license OR have the ability to provide own transportation to and from various community events and activities.

Board Approved: June 20, 2019

Range: 21