

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, DEVELOPMENT AND COMMUNITY RELATIONS

*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

The Director of Development and Community Relations will report to the College President and maintain responsibility for the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the organization's mission. This individual will help develop and implement plans and establish policies to take the fundraising program to the next level of success. The Director of Development and Community Relations will oversee the organization's efforts in major gifts, annual fund, events, and development operations. The Director of Development and Community Relations will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

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. Provide leadership to scholarship and alumni staff; supervise the college scholarship program, scholarship awards, and donor recognition and student receipt of scholarships in conjunction with the Campus Business office.
4. Establish and drive performance metrics.
5. Oversee the comprehensive calendar of activities in support of development.
6. Ensure success in events management, including cultivation activities and a signature fundraising event.
7. Monitor Foundation assets, fiduciary oversight of trust agreements, gift reception and investment policies.
8. Work with the College and Foundation leadership, Board and volunteers, and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities.
9. Support the College President, other staff, and key volunteers in their major gift work.
10. Staff the Development Committee of the board, providing guidance and direction to their efforts.
11. Work closely with the organization's supporters to identify prospects and existing donors with capacity and attachment.
12. Create appropriate gift society activity and recognition for donors of all sizes.

13. Ensure proper stewardship practices for the timely and accurate recording and acknowledgement of all gifts.
14. Maintain ongoing and active networking with internal and external constituencies.
15. Represent the organization in the community as appropriate.
16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Performs related duties as required.

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 fundraising, with particular emphasis on major gift acquisition.
- Principles and practices of fundraising, gift acquisition, and donor management.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations as it relates to the position.

Ability to:

- Oversee and participate in the management of a comprehensive fundraising and donor management program.
- Oversee, direct, and coordinate the work of lower level staff and volunteers.
- Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through.
- Inspire and motivate volunteers and staff
- Plan, organize, and coordinate multiple activities.
- 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.
- Provide sound judgment and superior problem solving skills.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Provide exceptional interpersonal and influencing skills, tact, and diplomacy.
- Demonstrate integrity and fiscal accountability.
- 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 assigned 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 progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts.

Preferred Experience:

1. Experience working with donor management and data management systems.
2. Experience working with volunteers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Board Approved: June 20, 2019

Range: 19