



## **JOB TITLE: EXECUTIVE DIRECTOR EL CAMINO COMMUNITY COLLEGE DISTRICT FOUNDATION**

Classification: Classified Administrator  
Salary Range: 15

Retirement Type: PERS\*  
Revised/Board Approved: January 20, 2009

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### **BASIC FUNCTION:**

Under the direction of the Superintendent/President and with input from the Foundation's Board of Directors, provides leadership to coordinate and implement fund raising activities at El Camino Community College District. These programs include annual giving major gifts, planned gifts, federal, corporate and foundation relations, alumni relations, special events and specific campaigns. Responsible for personnel management, strategic planning, fiscal planning and accountability, program planning and implementation and information systems and implementation.

### **REPRESENTATIVE DUTIES:**

Develop and implement a comprehensive fund-raising program with specific long-range and short-range goals and objectives in support of the College's mission and goals in collaboration with the Superintendent/President of the District and the Board of Directors of the Foundation.

Coordinate the Foundation Board of Directors, participate in all board and committee meetings; implement policies and procedures that direct the management, stewardship, investment and distribution of Foundation Funds in accordance with the Administration of the District.

Manage and participate in the development of goals, objectives, policies and priorities of Foundation and alumni programs; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Develop, implement and monitor the alumni relations program, including annual giving activities.

Develop and manage programs in the areas of major giving, planned giving, annual giving and corporate and foundation gifts, sponsorships and grants.

Participate in major and planned gift solicitations, formulate prospect strategies as well as participate in direct cultivation, solicitation, stewardship and recognition.

Document and administer specific donor intent and/or restrictions of all contributions received by the Foundation. Implement donor stewardship programs that recognize and cultivate donor relations.

Develop and implement a college-wide strategy for volunteer leadership and enhanced community involvement in fund raising activities.

Plan and implement special events and programs designed to involve increasingly more current and prospective donors.

Assist and direct administrators and other employees in the solicitation and acceptance of gifts and other contributions; acknowledge all contributions.

Recruit, train, organize and direct the efforts of volunteers in fund-raising activities.

Plan, direct, coordinate and review the work plan for the Foundation; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Recruit, train, motivate and evaluate assigned personnel; provide and coordinate staff training; work with employees to develop skills and abilities.

Develop and maintain systems of prospect management and research, and donor relations.

Oversee the publication of Foundation-based publications including brochures, annual reports, website and other fundraising materials.

Assure fiscal accountability of the Foundation in cooperation with El Camino College's Vice President of Administrative Services and Business Manager.

Ensure that state, federal and other required reports are filed in a timely manner.

Work with Superintendent/President and Foundation Nominating Committee to identify prospective members for the El Camino College Foundation Board of Directors.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fundraising.

## **JOB QUALIFICATIONS:**

### Education and Experience:

A bachelor's degree is required. A minimum of five years of successful fund raising experience, including annual giving and major gifts. Experience in raising funds from individuals as well as corporations and foundations and demonstrated success in effective volunteer management. Demonstrated expertise in personnel management, strategic planning, fiscal planning and accountability and program planning and implementation is preferred.

## **OTHER QUALIFICATIONS:**

### Knowledge/Areas of Expertise:

Operational characteristics, services and activities of non-profit institutions.

Modern and complex principles and practices of program development and administration.

Principles and concepts of fundraising programs including planned giving and capital campaigns.

Budgeting revenue control, and non-profit financial operations.

Public relations and marketing principles and practices.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software including database management programs

### Abilities/Skills:

Provide administrative and professional leadership and direction.

Manage, lead and coordinate the work of others, including training or performance, consulting, scheduling and performance evaluation.

Establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic environment.

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

Prepare and administer budgets.

Communicate clearly and concisely, both orally and in writing.

Hire, train, manage and evaluate staff.

Develop, write and manage grant and contracts.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Seek and identify potential funding sources.

Licenses or Other Requirements:

Valid California Driver's license.

**WORKING CONDITIONS:**

May be required to drive to offsite locations periodically.  
Move from one work area to another.  
Hand, wrist, finger dexterity to operate various office machines.  
Multicultural diverse work environment.  
Lift up to 25 pounds.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.