



## **JOB TITLE: FOUNDATION DEVELOPMENT OFFICER**

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	5	Board Approved:	June 15, 2020

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### **BASIC FUNCTION:**

Under the direction of El Camino College Foundation's Executive Director, the Foundation Development Officer manages a portfolio of 100-150 current and prospective donors and is responsible for achieving annual fundraising goals and new donor results. Responsibilities include managing and developing the President's Circle and Community Partners program. This position serves as a representative of El Camino College in the community, through community relations, and at outreach functions.

**\*\* THIS POSITION IS SUPPORTED THROUGH FOUNDATION FUNDS ONLY. \*\***

### **REPRESENTATIVE DUTIES:**

Develops and implements strategies, systems, annual campaigns, and other fundraising program plans for identifying, qualifying, cultivating, and soliciting current and prospective donors. Manages a portfolio of 100-150 donors (individuals and corporations.) Manages direct mail campaigns and makes cold calls. Speaks to people about gifts to the College. Interacts and communicates with donors on a regular basis. Develops positive relationships and proactively conducts follow-ups, as appropriate, with prospective donors with an end-goal of obtaining future or increasing current giving.

Manages and develops the President's Circle program (major gifts recognition program.) Develops detailed program budgets. Develops and maintains up-to-date collateral materials including a President's Circle webpage. Compiles an annual evaluation of the program's effectiveness and recommendations for improvement.

Organizes special events with little to no supervision. Ensures that events build relationships with current and prospective President Circle members and emphasizes the value of El Camino College within the community. Devises creative solutions with limited resources using a combination of industry best practices and individual innovation. Assumes full responsibility of event results and makes recommendations to supervisor for improvements.

Manages a comprehensive prospect management system and ensures data integrity. Utilizes prospect research tools for gathering data on current and prospective donors. Develops strategies and future action plans for donor identification, cultivation, and solicitation. Maintains donor confidentiality and privacy as appropriate.

Engages with college administrators, faculty, and staff in various fundraising efforts. Designs fundraising awareness campaigns to increase donor participation rates on the College campus.

Works with administration, management, faculty, and staff to identify college programs that could benefit from private support. Coordinates with appropriate individuals so that specific college programs are presented to potential donors in a manner most appealing to the targeted funders. Develops plans with specified outcomes for campus events, identifying target individuals, scheduling campus tours, and coordinating participants from academic, administration, and/or support staff areas.

Engages with Foundation board members and community leaders. Participates on a variety of boards. Attends and participates in professional group meetings and in local events to keep current on community activities.

Works with local and regional businesses to develop partnerships between the College and local corporations to develop and/or enhance academic programs, corporate underwriting, and/or membership in the President's Circle or Community Partners program.

Develops ongoing Foundation messaging including but not limited to solicitation letters, newsletters, e-newsletters, publication materials, website content, and donor exchanges.

Manages volunteers in a way that is inclusive, flexible, fair-minded, and engaging. Leads fundraising meetings to maximize special event efforts.

Maintains currency on new trends and advances in the field of fundraising and development.

Performs other related duties as assigned or requested.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Bachelor's degree required.

Minimum of three (3) years fundraising experience, specifically in annual giving and major gifts, from a combination of individuals, corporations, and foundations.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Knowledge of non-profit operations, characteristics, services, and activities.

Knowledge of principles and best practices of program development for fundraising purposes.

Knowledge of MS Office suite (Word, PowerPoint, Excel.)

Knowledge of donor database systems and prospect software programs (i.e., Blackbaud's Raiser's Edge database system)

Experience in developing creative fundraising concepts with limited resources.

Experience in managing foundation boards and/or other types of nonprofit boards.

Experience in alumni relations programming and special events.

Experience in leveraging online networking platforms used by professionals (i.e., LinkedIn) to increase connections and engagement opportunities.

#### Abilities/Skills:

Skilled at building and maintaining donor relationships.

Skilled at making cold calls and asking people to donate money.

Skilled at communicating tactfully, patiently, and persuasively in writing and in person.

Skilled at conducting extensive prospect research via the internet.

Skilled at managing website content.

Skilled at organizing fundraising events and volunteers.

Ability to manage many responsibilities independently as well as part of a team.

Ability to establish and maintain positive working relationships in a diverse, multi-cultural, and multi-ethnic academic environment.

Ability to quickly adjust one's approach and/or thought process in an effort to be more sensitive to and understanding of the varying and complex challenges faced by individuals from diverse socioeconomic, cultural, physical, and ethnic backgrounds.

Licenses or Other Requirements:

Valid California driver's license.

Must have own reliable form of transportation to attend offsite meetings.

**WORKING CONDITIONS:**

Periodic driving to offsite locations of varying distances.

Operation of various office machines and electronic equipment expediently and efficiently.

Occasional lifting, pulling, pushing of 25 lbs of weight independently.

Physical movement from one work area to another, often rapidly, especially during events.

Extended work hours, sometimes on weekends and in the evenings, during special events.

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