



EL CAMINO COLLEGE

EXECUTIVE DIRECTOR OF THE EL CAMINO COLLEGE FOUNDATION

Classification: Classified Administrator
Salary Range: 21

Retirement Type: PERS*
Revised/Board Approval: June 17, 2024

KEY ROLES/RESPONSIBILITIES

Under direction of the Superintendent/President (or designee) and with input from the Foundation's Board of Directors, exercise overall leadership of the El Camino College Foundation and Department providing administrative supervision over assigned positions. Provide vision and leadership to develop, organize and implement the department's goals and objectives; plan, develop, organize schedule, direct, improve and evaluate the department's programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including the Foundation's scholarship program, annual giving, major gifts, planned gifts, federal, corporate and foundation relations, alumni/donor relations, special events, and specific campaigns.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the department and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

THIS POSITION IS PARTIALLY FUNDED THROUGH FOUNDATION FUNDS.

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from the Superintendent/President (or designee).
- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

I. LEADERSHIP

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of the assigned department. Articulate a clear vision of assigned areas, including services, applications, and benefits provided. Lead and manage change within assigned departments or units and across the Division as directed.
2. Demonstrate effective leadership in long-range planning, program review, and resource development activities. Promote transparency within and among assigned units or departments.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement the department's budget.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing sustainability of the College.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.

II. FUNCTIONAL RESPONSIBILITIES: College Level

1. Serve as a key advisor to the Superintendent/ President on strategic matters related to the Foundation's scholarship program, annual giving, major gifts, planned gifts, federal, corporate and foundation relations, alumni/donor relations special events, and specific campaigns, and other administrative concerns. Provide administrative guidance to the Superintendent/President in developing and implementing strategic plans, goals, objectives, policies, and priorities.
2. Provide effective leadership and guidance over all aspects of the areas assigned, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
3. Provide leadership over, monitor, and improve the delivery of services throughout the areas assigned. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
4. Ensure the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.

5. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned service areas.
6. Provide timely operational, technical, and financial information to the Superintendent/President and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
7. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, racial, and ethnic backgrounds of community college students, faculty, and staff.

FUNCTIONAL RESPONSIBILITIES: Job Level

1. Provide leadership to coordinate and implement fundraising and community relations activities for the College and the Foundation under the direction of the Superintendent/President and with input from the Foundation Board of Directors. Align the Foundation's focus to meet the College's priorities and goals under the guidance of the Superintendent/President.
2. Develop and implement a comprehensive fundraising 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. Direct and manage fundraising activities. Ensure stated milestones and goals are successfully achieved in collaboration with other Foundation personnel.
3. Coordinate, onboard, train, and work with the Foundation Board of Directors. Provide appropriate resources to help Board members fulfill their responsibilities. 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. Ensure relevant bylaws, policies, and procedures are reviewed regularly and reflect current nonprofit standards.
4. Manage and participate in the development of goals, objectives, policies, and priorities of alumni relations and programs. Develop, implement, and monitor the alumni relations program, including annual giving activities and outreach.
5. Develop, manage, and grow efficient and effective fundraising programs in the areas of major gifts, planned and estate gifts, annual giving, corporate and foundation relations and gifts, special events, specific fundraising campaigns, scholarships, community relations, sponsorships, and grants.
6. Participate in major and planned gift solicitations, formulate prospect strategies as well as participate in direct cultivation, solicitation, stewardship, and recognition.
7. 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.
8. Establish the strategic marketing direction of the Foundation to engage the community in the mission of the Foundation and generate donor support. Incorporate new technology and/or strategies to enhance the Foundation's community presence. Ensure

messaging aligns with the College's public relations and marketing efforts. Write and design Foundation-based publications for web-presence, newsletters, e-newsletters, brochures, annual reports, and other fundraising and marketing materials.

9. Develop and implement a college-wide strategy for volunteer leadership and enhanced community involvement in fund raising activities in collaboration with the Vice Presidents, Deans, and other College employees. Promote a comprehensive understanding of the Foundation's role at the College.
10. Plan, coordinate, implement, and supervise special events and programs designed to expand partnerships with the College and/or involve increasingly more current and prospective donors.
11. Assist and direct administrators and other employees in the solicitation and acceptance of gifts and other contributions; acknowledge all contributions.
12. Recruit, train, organize, and direct the efforts of volunteers in fund-raising activities.
13. 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 workflow; review and evaluate work products, methods and procedures.
14. Recruit, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; work with employees to develop skills and abilities. Provide inspirational leadership and direction.
15. Develop and maintain systems of prospect management and research, and donor relations. Identify and cultivate planned giving prospects.
16. Assure fiscal accountability of the Foundation's revenue, expenses, assets, and donor intentions in cooperation with El Camino College's Vice President of Administrative Services and Business Manager. Manage internal audits and ensure all filings are compliant.
17. Ensure that state, federal and other required reports are filed in a timely manner.
18. Work with the Superintendent/President and Foundation Nominating Committee to identify, engage, and recruit prospective members for the El Camino College Foundation Board of Directors.
19. Formulate and execute a comprehensive public relations program to increase community awareness. Represent the Foundation to internal and external organizations and constituencies.
20. Participate on a variety of boards and commissions; attend and participate in professional group meetings and local events; stay abreast of new trends and innovations in the field of fundraising.

III. RELATIONSHIPS

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other departments within the Division and across the College to foster and facilitate a seamless student experience and increase student success.

4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement assigned programs and activities and provide information to others.
5. Organize and attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the department and the College.
7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
8. Participate as an active member of the Superintendent/President's management team, as requested.

IV. ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university.

Experience: Minimum of five (5) years of fundraising experience with a proven record in comprehensive fundraising, including annual giving and major gifts; and management experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

DESIRED QUALIFICATIONS

Desirable Education: Master's degree from an accredited college or university.

Desirable Experience: Increasingly responsible foundation experience in a public, non-profit, or higher education environment.

Knowledge/Areas of Expertise: College Level

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College.
- Comprehensive understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of business administration, management, marketing, and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including comprehensive understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Grant proposal writing and special funding resources applicable to areas supervised.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.

- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

Knowledge/Areas of Expertise: Job Level

- Experienced in raising funds from individuals to corporations and foundations.
- Experienced in volunteer management.
- Experienced working in non-profits and/or community-based organizations.
- Experienced in external community relations involvement and outreach.
- Experienced in identifying state-of-the-art technologies to support the mission, objectives, and strategies of the Foundation.
- Experienced in understanding goals and investment strategies pertinent to different funds.
- Expertise in personnel management, strategic planning, fiscal planning, and program planning.
- Operational characteristics, services, and activities of non-profit institutions.
- Modern and complex principles and practices of program development and administration. Principles and practices of Foundation development and administration related to planned giving, capital campaigns, and annual campaigns.
- Budgeting revenue control, and non-profit financial operations.
- Public relations and marketing principles and practices.
- Knowledge of contractual agreements.
- Knowledge of database management (e.g., Raiser's Edge) and fundraising software.
- Knowledge in investment management.
- Knowledge of unrestricted, restricted, and temporarily restricted funds. Interpersonal skills using tact, patience, and courtesy.

Abilities/Skills: College Level

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities,

etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.

- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Prepare, administer, and control the budget for assigned program areas.
- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, press releases, and promotional materials as required. Prepare and deliver effective presentations as requested.
- Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide leadership, guidance, and assistance to the functional and operational areas within the assigned Department.
- Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

Abilities/Skills: Job Level

- Skilled at leveraging Board member talents to meet organizational goals.
- Skilled at entering data, running reports, and providing up-to-date information.
- Skilled at developing and managing an annual budget.
- Provide administrative and professional leadership and direction.
- 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. Train, schedule, 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 timelines.
- Seek and identify potential funding sources.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

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