



EL CAMINO COLLEGE

JOB TITLE: EXECUTIVE DIRECTOR, EL CAMINO COMMUNITY COLLEGE DISTRICT FOUNDATION

Classification: Classified Administrator Retirement Type: PERS*
Salary Range: 21 Revised/Board Approved: August 15, 2022

BASIC FUNCTION:

Under the direction of the Superintendent/President and with input from the Foundation’s Board of Directors, the Executive Director develops and implements a comprehensive fundraising and community relations program with specific long-range and short-range goals and objectives that support the College’s mission and goals. This position also provides leadership to manage and coordinate the Foundation’s scholarship program, annual giving, major gifts, planned gifts, federal, corporate and foundation relations, alumni/donor relations, special events, and specific campaigns. Responsible for personnel management, strategic planning, fiscal management and accountability, investment and fund oversight, program planning and implementation and information systems and implementation.

***** THIS POSITION IS FUNDED THROUGH FOUNDATION FUNDS ONLY *****

REPRESENTATIVE DUTIES:

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.

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.

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.

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.

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.

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.

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.

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 staff. Promote a comprehensive understanding of the Foundation's role at the College.

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.

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. Provide inspirational leadership and direction.

Develop and maintain systems of prospect management and research, and donor relations. Identify and cultivate planned giving prospects.

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.

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

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

Formulate and execute a comprehensive public relations program to increase community awareness. Represent the Foundation to internal and external organizations and constituencies.

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.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree required.

Five years of fundraising experience with a proven record in comprehensive fundraising, including annual giving and major gifts.

Five years of management experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

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 at 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:

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.
Hire, 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 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.