

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Development	Range: 21 CL	Management Schedule
Date Revised:	October 14, 2025	Date Approved:	March 26, 2024
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

The Director, Development, is responsible for the identification, cultivation, solicitation and stewardship of individuals, organizations, private foundations and businesses/corporations to raise funds for the Cypress College Foundation. Working with the Executive Director or designee, the Director, Development, partners with Foundation and college leadership to ensure that the Foundation serves the evolving needs of our students at Cypress College.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plan, develop, and execute strategies for obtaining major gift donations. Identify, cultivate, and solicit prospective donors for major and planned gifts.
2.	Support and partner with the Executive Director or designee in managing new major and principal gift prospects and relationships that could advance the college's mission and work.
3.	Develop and execute strategic fund development plans that expand and diversify the foundations donor base with an emphasis on major gifts and planned giving.
4.	Manage a portfolio of current and prospective donors, including individual and institutional sources, moving them through the stages of cultivation, solicitation, and stewardship.
5.	Design and execute meaningful engagement programs for donors and prospects.
6.	Support and partner with the Executive Director or designee in advancement activities at special events throughout the year, including the Americana Awards, the annual Golf Classic, the Legacy Society/President's Circle Reception, the Scholarship stewardship event, and other cultivation and stewardship events.
7.	Lead, manage, mentor, and nurture the skills and talents of the development team with the goal of cultivating engaged, motivated, and high-performing team members.
8.	Develop and provide fiscal impact, and other reports for key partners and constituencies, including donors and the Board of Directors.
9.	Work collaboratively across the organization to ensure financial, programmatic, and donor obligations are met or exceeded.
10.	Represent the organization in the community, build relationships, and increase awareness of its mission and programs.
11.	Oversee development operations from end to end including capturing donor information, ensuring required documentation is received, processed and in compliance.
12.	Oversee the donor database, which may include timely gift entry and acknowledgment, pledge management, prospective donors and provide training to team members as needed.
13.	Develop and maintain relationships with the community and various segments of giving groups to include individuals, corporations, organizations, alumni, and current or former employees of the college.
14.	Prepare annual budgets and budget reports and set annual fundraising goals for the foundation.
15.	Prepare the Executive Director, President, and/or other key leaders for donor meetings including preparing and distributing research briefs, strategy overviews, goal setting, and capturing and recording post-meeting contact reports.

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16.	Collaborate with the Communications team on leveraging donor recognition opportunities, including the Annual Report, special events, and speeches at events to ensure good representation of institutional advancement in marketing publications and activities.
17.	Conduct research to determine donor giving patterns, ability to donate, and capacity to give.
18.	Oversee the coordination of fundraising events, including sponsorships, auctions, registration, catering, committee coordination, marketing, promotions, and printing.
19.	Collaborate with Foundation and college staff to implement programmatic activities such as scholarships and ensure proper disbursement of donor funds.
20.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
21.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
22.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
23.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
24.	Perform related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Director, Development, maintains frequent contact with representatives from the community, business and industry, and college personnel.

EDUCATION AND EXPERIENCE

Minimum Qualifications

A bachelor's degree from a regionally accredited institution.

A minimum of four (4) years of professional-level experience in fundraising, donor relations or working with a major gift program in a non-profit, educational institution, or related field.

At least one year of formal training, internship or leadership experience reasonably related to the assignment.

OR

Any combination of education and experience which would provide the required equivalent qualifications of the position.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

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Desirable Qualifications

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong people skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of a shared governance model

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of federal, state and local laws and reporting standards applicable to fundraising activities and foundation operations

Knowledge of effective communication methods, techniques, and modes to engage with diverse stakeholder communities

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to make effective presentations and written proposals

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Office environment, subject to constant interruptions and frequent interaction with others; sitting for extended periods at a time (up to 2-3 hours); will require off-site duties and activities; frequent travel to other office or locations to attend meetings, events or conduct work.
