



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Director, Foundation Development and Advancement	Salary Range:	23
Date Revised:	4/2/2026	Date Approved:	6/24/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of an administrator or designee, the Director, Foundation Development and Advancement leads and manages comprehensive fundraising and advancement activities for the College Foundation. The Director is responsible for strategic planning, donor cultivation and stewardship, major and planned giving, special events, and fundraising operations.

The Director, Foundation Development and Advancement collaborates closely with the Executive Director of the Foundation, Board of Directors, college leadership, and external stakeholders to expand philanthropic support that advances institutional priorities, supports student success, and strengthens community engagement. The Director requires advanced judgment, relationship management, fiscal oversight, and leadership of staff and volunteers in a highly visible and results-driven environment.

DISTINGUISHING CHARACTERISTICS

The Director, Foundation Development and Advancement is distinguished by responsibility for leading institution-wide fundraising strategy and Foundation advancement activities.

Unlike coordinator or manager-level positions, the Director exercises broad autonomy in the identification, cultivation, solicitation, and stewardship of donors; development of long-range fundraising plans; and management of major gift and planned giving programs. The Director supervises assigned staff, manages complex donor and financial data, and serves as a primary ambassador of the College and Foundation within the community.

The Director, Foundation Development and Advancement requires sophisticated communication skills, strategic thinking, fiscal accountability, and the ability to align philanthropic activities with institutional mission, compliance requirements, and donor intent.

ESSENTIAL FUNCTIONS

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

Strategic Fundraising Leadership

1. Plans, develops, and implements comprehensive fundraising strategies to support the College Foundation's goals, including annual giving, major gifts, planned giving, corporate and community partnerships, and alumni engagement.
2. Establishes fundraising priorities, timelines, and performance metrics in collaboration with Foundation leadership and college administrators.
3. Develops and manages fundraising budgets and monitors progress toward established goals.



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Donor Identification, Cultivation, and Stewardship

4. Identifies, researches, and cultivates prospective donors; manages a portfolio of donors and prospects; and conducts solicitations in alignment with donor capacity and interests.
5. Builds and maintains long-term philanthropic relationships through strategic stewardship, recognition, and engagement.
6. Encourages increased and sustained donor contributions and ensures donor intent is honored.

Staff Leadership and Management

7. Provides leadership for fundraising events and special initiatives, including planning, sponsorship development, marketing coordination, logistics, volunteer engagement, and evaluation.
8. Collaborates with Foundation and college staff to administer scholarship and donor-funded programs and ensure accurate and timely allocation and reporting of donor funds.
9. Supervises, trains, and evaluates assigned staff; provides coaching and performance feedback, as needed.
10. Participates in the District's recruitment process; recruits, selects, and onboards new staff; establishes goals and performance expectations.
11. Identifies, organizes, and coordinates professional development opportunities to enhance staff knowledge, skills, and performance.

Financial Oversight and Reporting

12. Supervises, mentors, and evaluates assigned staff; establishes performance expectations; supports professional development; and fosters a collaborative, inclusive, and results-oriented work environment.
13. Participates in personnel actions including recruitment, selection, and discipline as appropriate.

Community and Stakeholder Engagement

14. Represents the College and Foundation in the community to strengthen relationships, increase visibility, and advance philanthropic goals.
15. Develops and maintains relationships with individuals, corporations, organizations, alumni, and community partners.
16. Serves as a liaison between the Foundation and internal stakeholders to align fundraising activities with institutional priorities.

Compliance, Ethics, and Risk Management

17. Ensures all fundraising, financial, and donor activities comply with federal, state, and local laws, ethical standards, Foundation policies, and District procedures.
18. Maintains transparency, confidentiality, and integrity in donor relations and financial practices.

Technology, Data, and Process Improvement

19. Oversees donor database systems to ensure data integrity, accuracy, security, and



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- timely gift processing, acknowledgment, pledge management, and reporting.
20. Leads adoption of emerging technologies and process improvements to enhance fundraising operations, donor engagement, and reporting efficiency.
 21. Stays current trends in philanthropy, nonprofit governance, and alumni engagement to enhance fundraising effectiveness.
 22. Promotes innovation in fundraising campaigns, community partnerships, and digital outreach to expand donor reach and participation.
 23. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

24. Promotes diversity, equity, and inclusion within fundraising practices, staff management, and community engagement.
25. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

26. Represents the College and Foundation on committees, in meetings, and at community events; supports special projects and initiatives; and performs related duties in furtherance of Foundation and institutional objectives.
27. Attends and participates in District-wide committees and special projects, as assigned.
28. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Business, Public Administration, Communications, Marketing, Nonprofit Management, or related discipline; **AND**
- Four (4) years of progressively responsible experience in fundraising, advancement, community relations, or nonprofit management; **WITH**
- Two (2) years in a supervisory or lead role;
- **Or**, Any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- 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

- Master's Degree in a related discipline.
- Industry certifications:
 - Certified Fundraising Executive (CFRE).
- Supervisory/management experience in a higher education environment.
- Experience in shared governance within an educational environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code, Title 5, and other applicable laws and regulations related to the area of assignment.
- Knowledge of fundraising strategies, donor cultivation, and philanthropic best practices.
- Knowledge and understanding of cultivating and maintaining relationships with major donors, corporate sponsors, and philanthropic foundations.
- Knowledge and understanding of nonprofit fiscal management, reporting standards, and fiduciary responsibilities.
- Knowledge of appropriate enterprise software and databases relevant to the area of assignment.
- Knowledge of elements of contractual language.
- Knowledge of shared governance model.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership and strategic planning.
- Writing and security grants from federal, state, and private foundations.
- Navigating challenges and identifying innovative solutions in high-pressure situations.
- Utilizing data and analytical tools to measure campaign success, donor engagement, and overall foundation performance.
- Strong analytical, problem-solving, and critical thinking skills.
- Strong organizational skills with the ability to prioritize and manage multiple tasks



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efficiently.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to analyze problems, design solutions, and implement effective process improvements.
- Ability to interpret and apply federal, state, and local fiscal laws and regulations.
- Ability to perform complicated mathematical calculations and analyses.
- Ability to assess, analyze, implement, and evaluate research project activities.
- Ability to plan and organize all fiscal functions in a manner that produces effective and efficient results.
- Ability to analyze problems, define issues, evaluate alternatives, and develop sound conclusions and recommendations in accordance with laws, regulations, rules, and policies.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a 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.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.



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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations



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may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.