



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Executive Director, Advancement and College Foundation	Salary Range:	30
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the college president or designee, the Executive Director, Advancement and College Foundation provides strategic leadership and management of the college's fundraising, alumni relations, and community outreach programs. The Executive Director oversees all aspects of donor cultivation, major gifts, planned giving, and annual campaigns to secure philanthropic support for college programs and student success. The Executive Director also serves as the Executive Director of the Foundation, leading all organizational and fundraising activities of the non-profit organization, ensuring alignment between institutional goals, community partnerships, and fundraising initiatives.

DISTINGUISHING CHARACTERISTICS

The Executive Director, Advancement and College Foundation is distinguished from other administrative roles by its specialized focus on leading comprehensive fundraising, donor engagement, and community relations efforts for the college and its Foundation. The Executive Director serves as the chief advancement officer for the college and Foundation, overseeing major gifts, alumni programs, events, and corporate partnerships, while ensuring compliance with all fundraising laws and reporting standards. The Executive Director also oversees all Foundation programmatic efforts to support student success.

The Executive Director, Advancement and College Foundation is responsible for developing long-range advancement strategies, fostering a culture of philanthropy, and strengthening relationships with community partners, donors, alumni, and internal stakeholders. The Executive Director requires a combination of strategic leadership, financial acumen, and relationship management to advance the mission of the college and the Foundation through sustainable resource development, program efforts and public engagement.

ESSENTIAL FUNCTIONS

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

Fundraising Strategy and Donor Relations

1. Identifies, cultivates, and solicits individual, corporate, and organizational donors to secure major and planned gifts.
2. Develops and implements comprehensive fundraising campaigns, including annual giving, capital projects, and special initiatives.
3. Oversees donor stewardship programs, ensuring regular communication, recognition, and engagement that align with donor interests and institutional priorities.
4. Collaborates with faculty and leadership to match philanthropic opportunities with college needs and initiatives.



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Foundation and Financial Oversight

5. Leads the Foundation with comprehensive oversight of the non-profit organization.
6. Provides administrative leadership for the Foundation, including fiscal oversight, policy development, and strategic planning.
7. Prepares and manages the Foundation's annual budget and operational plan.
8. Oversees financial and fiduciary responsibilities in collaboration with the Foundation Board, College President, and fiscal offices, ensuring compliance with trust agreements, investment policies, and reporting standards.
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10. Manages the Board of Directors including Board committees.
11. Oversees the Foundations program efforts ensuring the organization meets its mission to provide scholarships, emergency assistance, and programmatic support to the campus.

Community and Alumni Engagement

12. Serves as the college's ambassador to the community by developing partnerships that enhance visibility, goodwill, and philanthropic support.
13. Collaborates with the Director of Campus Communications to coordinate community relations and marketing strategies that advance the college's image and fundraising goals.
14. Oversees major college and Foundation events, including but not limited to fundraising goals, donor receptions, and scholarship awards ceremonies and other programmatic efforts.

Compliance, Reporting, and Administrative Support

15. Updates and maintains detailed and accurate records of all fundraising activities, donor data, and financial transactions.
16. Prepares regular progress and compliance reports for the Foundation Board, College President, and other stakeholders.
17. Responds to public records requests and ensures transparency and accountability in all Foundation operations.
18. Reviews and updates Foundation policies, procedures, and bylaws to ensure operational effectiveness and compliance.

Strategic Planning and Institutional Alignment

19. Leads the development of short- and long-term fundraising and engagement plans aligned with institutional goals and priorities.
20. Coordinates with senior administrators to ensure integration of development activities into college-wide planning and budgeting processes.
21. Works closely with external consultants, legal counsel, and investment professionals in the design and execution of fundraising and alumni strategies.



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- 22. Develops detailed performance and financial reports to monitor and communicate the impact of Foundation efforts.
- 23. Ensures the development of short and long-term program plans to ensure student success.

Leadership, Supervision, and Professional Development

- 24. Supervises, trains, and evaluates assigned staff; provides coaching and performance feedback, as needed.
- 25. Participates in the District's recruitment process; recruits, selects, and onboards new staff; establishes goals and performance expectations.
- 26. Identifies, organizes, and coordinates professional development opportunities to enhance staff knowledge, skills, and performance.
- 27. Promotes a collaborative, inclusive, and high-performing team culture focused on service excellence and results.
- 28. Works with the Foundation Board of Directors to provide training and support for leadership and organizational oversight.

Technology and Process Improvement

- 29. Stays current trends in philanthropy, nonprofit governance, and alumni engagement to enhance fundraising effectiveness.
- 30. Incorporates new technologies and software tools to streamline operations and improve donor tracking and communication.
- 31. Promotes innovation in fundraising campaigns, community partnerships, and digital outreach to expand donor reach and participation.
- 32. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

- 33. 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

- 34. Attends and participates in District-wide committees and special projects, as assigned.
- 35. 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.



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MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Business, Public Administration, Communications, Marketing, Nonprofit Management, or related discipline which would provide similar educational skills to support the high degree of professional engagement with alumni and community and fundraising partnerships; **AND**
- Seven (7) 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.

DESIRABLE QUALIFICATIONS

- Master's Degree in related discipline.
- Industry certifications:
 - Certified Fundraising Executive (CFRE).
- Experience in a higher education 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 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 and understanding of nonprofit organizational management.
- Knowledge of appropriate enterprise software and databases relevant to the area of assignment.
- Knowledge of elements of contractual language.
- Knowledge of shared governance model.



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- 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 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.



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- 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.

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



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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 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.