

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Executive Director, College Foundation and Community Relations	Range: 25 (CL)	Management Schedule
Date Revised:	June 15, 2007	Date Approved:	
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of a college president, this position provides leadership for the management of college Foundation operations, including fundraising, community relations, and alumni activities to enhance the financial welfare and image of the college. The Executive Director, College Foundation and Community Relations works directly with the Foundation Board of Directors.

### ESSENTIAL FUNCTIONS

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

1.	Identifies and cultivates individual, corporate and organization fundraising prospects; conducts major and planned gift solicitations.
2.	Directs major fundraising events; manages the annual giving program and the scholarship solicitation and awards programs.
3.	Coordinates alumni activities.
4.	Coordinates community outreach/relations activities with the college Director of Campus Communications to enhance the visibility of the college and the Foundation and maintain an effective public information program.
5.	Prepares strategic and annual operating plans for the Foundation; prepares an annual budget to support the fundraising programs.
6.	Assures compliance with all pertinent federal, state and local laws, relevant contractual obligations, and recognized reporting standards applicable to fundraising.
7.	Monitors Foundation assets in cooperation with the Foundation Board, College President, and Vice President of Administrative Services; exercises appropriate fiduciary oversight of trust agreements, gift acceptance and investment policies.
8.	Develops, prepares and maintains a variety of detailed and comprehensive reports, records, and files related to Foundation operations.
9.	Works with legal counsel, investment, fundraising, research, communications and other consultants as directed in the planning and execution of Foundation development and alumni programs.
10.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as directed; coordinates programs and services as appropriate with other District and college personnel.
11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

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12.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	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.
15.	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.
16.	Perform related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Executive Director, College Foundation and Community Relations maintains frequent contact with representatives from the community, business and industry, and college personnel.

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**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Possession of a bachelor's degree or higher from an accredited institution.

A minimum of three years of successful fundraising, institutional development, entrepreneurial or management/supervisory experience, or a combination of these relevant to 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.

**Desirable Qualifications**

Master's degree or higher from an accredited institution.

Completion of fundraising certificate program or National Society of Fundraising Executive accreditation.

Demonstrated record of successful, creative fundraising projects, preferably in a college setting.

Experience in community relations/public affairs/public relations/public information.

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Experience in developing and managing a capital campaign.

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 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 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 time lines
  - 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
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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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