



JOB POSTING

Development Manager

The SBCC Foundation is seeking candidates for the position of **Development Manager**

WHO WE ARE:

The **SBCC Foundation** is a national leader in community college philanthropy. Since 1976 it has provided Santa Barbara City College with private support, serving as the vehicle through which individuals and organizations may invest in the college and its students. As an independent 501(c)(3) non-profit organization, with assets of over 100 million, the Foundation distributes approximately \$5 million annually for student success programs (such as the SBCC Promise, offering all recent local high school graduates the opportunity to attend SBCC full-time at no cost), scholarships, book grants, and other critical needs of the college. The SBCC Foundation fuels the excellence of Santa Barbara City College by engaging the community, building relationships, and inviting the generosity of donors. The resources raised and managed by the Foundation enrich college programs, remove barriers, and empower students to succeed as they prepare for careers, transfer to four-year universities, and pursue lifelong learning goals.

THE ROLE:

The Development Manager works closely with the SBCC Foundation Chief Development Officer CDO and Director of Development to raise scholarship funds and ensure that funds received by the SBCC Foundation are distributed efficiently, effectively, and used for their intended purpose – supporting SBCC students in their educational journey. The Development Manager must be highly organized, possess exceptional oral and verbal communication skills, and be flexible and comfortable working proactively to support SBCC students and programs. Working closely with each division of the SBCC Foundation, this role is critical to scholarship fundraising and the delivery of multiple types of aid to support SBCC students, programs, staff, and faculty. Specific duties include drafting scholarship agreements with donors and College departments, facilitating the scholarship review process, invoicing, tracking pledges for scholarship and awards; close collaboration with SBCC Financial Aid Office to market and distribute scholarships. The Development Manager plays an active role in donor engagement, cultivation, solicitation, and stewardship efforts across the Foundation. This position supports annual giving, major gifts, and special fundraising initiatives by managing donor relationships, coordinating fundraising strategies, and partnering with Foundation leadership to advance philanthropic support for SBCC programs and student success. The Development Manager collaborates closely with the SBCC Foundation Development team on scholarship-related events and donor needs; support of logistics, planning and staffing for SBCC Foundation donor cultivation events including the annual Gala; assist in facilitation of twice-yearly appeal mailings; and other duties as assigned by the Chief Development Officer.

WHAT YOU WILL CONTRIBUTE:

- Maintain knowledge of and be a main point of contact for all **Department Scholarships, Book Grants, and Annual Awards**: work closely with the Foundation CDO to coordinate scholarship donors, available funding, and disbursement of scholarships, and awards.
- Work with Foundation Development team on any new scholarship funds created to ensure scholarship agreements with donors are coordinated with scholarship agreements with college departments.
- Oversee **Scholarship Fund Management and Distribution**: maintain and update all scholarship information including history, funding status, and availability; work with the Foundation Finance team to coordinate scholarship fund updates, transfers, and closures; work with Foundation Finance team to determine annual scholarship award numbers and amounts based on spendable allocations and fund balances. Coordinate **Scholarship Marketing**: assemble and present materials promoting scholarship opportunities based on various audiences (students, parents, donors, and College partners, as necessary).
- Create **Annual Scholarship Opportunities Booklet**: edit, review, and coordinate printing and distribution of the booklet.
- Oversee the **Scholarship Review and Selection Process**: schedule and facilitate scholarship committee meetings; provide scholarship selection guidelines, review procedures, and relevant scholarship agreements; utilize NextGen and/or other scholarship management software.
- Coordinate **Scholarship Disbursements**: work with Financial Aid Office and Foundation Finance team to coordinate fall and spring scholarship disbursements to students.
- Assist with logistics, planning and staffing for various annual donor cultivation events including the annual Gala: work with the Foundation Development team to coordinate annual receptions for scholarships awarded by miscellaneous groups/donors (e.g. Rotary Club of Montecito Foundation).
- Collaborate with Director of Development in researching and identifying new donor prospects and funding opportunities for college programs, student support and SBCC Promise.
- Manage a portfolio of scholarship donors, annual fund supporters, and emerging major gift prospects; participate in donor meetings, campus tours, and personalized stewardship activities.
- Assist with donor cultivation, solicitation, and stewardship efforts including drafting proposals, reports, and donor communications.
- Assist with the facilitation and coordination of twice-yearly appeal mailings.
- Other duties, as assigned, related to donors and scholarship funds at the SBCC Foundation.

HOW YOU WILL SUCCEED:

- **Collaboration and Inclusivity** – have the capacity to develop and maintain positive and productive working relationships with all foundation colleagues, SBCC administrators, faculty, staff and community educational partners; be an excellent team player who models collaborative work;

- **Communication** – Effectively transfer thoughts and expresses ideas orally or verbally in individual and group situations; share information openly and frequently and keep others well informed; keep the CDO and CEO well informed of work progress in meeting objectives; use effective listening skills to gain understanding from others; possess highly developed written skills;
- **Drive for results** – Demonstrate commitment to achieving results against internal and external standard of excellence; show a passion for continuous improvement;
- **Initiative** – anticipate what else may be required beyond the express fundamentals of the job; propose things that have not been requested that will improve or enhance the operation, avoid problems, or develop opportunities; plan ahead, anticipate challenges, and take appropriate action;
- **Problem Solving** – Build a logical approach to address problems or manage situations at hand by drawing on your knowledge and experience base, and calling on other colleagues and resources as necessary;
- **Passion** – Demonstrate commitment to the organization’s mission and passion for the unique role that community colleges play in creating equitable access to higher education in the United States;
- **Flexibility** – Be flexible and adaptable to changing needs and priorities as expressed by Santa Barbara City College and the Foundation.

WHAT YOU BRING TO THE TABLE:

- Minimum 3 years of experience in development/fundraising, financial aid, and/or educational programs, with progressively increasing responsibilities.
- Poised and professional communication style – in writing, over the phone, and in-person.
- Demonstrated ability to collaborate effectively across teams and with external partners.
- Experience working with volunteers, non-profits, and/or community-based organizations.
- A creative, solutions-oriented approach to problem solving.
- Ability to work independently, and as part of a team.
- Strong writing, proofreading, and copy-editing skills.
- Detail-oriented and ability to handle competing deadlines.
- Experience working with people of diverse backgrounds.
- Ability to take initiative and willingness to take on responsibilities and challenges.
- Must be honest, ethical, and maintain high levels of integrity.
- Excellent computer skills and knowledge of social media tools for engaging all ages of donors.
- Knowledge of fundraising practices a plus.
- Knowledge of scholarship management software a plus.
- Understanding of laws and regulations pertaining to scholarships a plus.
- Valid Driver’s License and reliable transportation.
- Bachelor’s degree or equivalent experience.

This job description does not list all the duties of the position. Other duties, as assigned or deemed necessary by management, may be required. Performance evaluations will use the contents of this job description as a basis for appraisal.

COMPENSATION:

The SBCC Foundation is committed to offering competitive compensation. The starting cash compensation range for this position is \$75,000 to \$85,000. A generous benefits package includes a comprehensive health plan, 403b match, and professional development support.

TO APPLY:

Send a cover letter and resume to **hr@sbccfoundation.org**

No phone calls, please.

The position is open until filled.

References and other materials may be requested at a later date.