Director, Development and Entrepreneurship

San Diego Community College District

Closing Date: 7/17/2023

Position Number: 00120096

Location: District

Position Type: Classified

The Position:

Applications are currently being accepted for the position of Director, Development and Entrepreneurship at San Diego City College. Under the general supervision of the Vice Chancellor of Development and Entrepreneurship, the Director, Development, and Entrepreneurship manages, supervises, and administers the daily operations of a comprehensive resource and fund development program, and/or entrepreneurship program. The Director is responsible for participating in the planning and development of and leading the implementation of a comprehensive strategic advancement program to establish and expand fundraising, gift-giving, grants, community engagement, and related investments in College and District programs.

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:
- Applicable sections of California Education Code and Title V.
- Federal, state, and local laws, regulations, and codes related to foundations, development, and gift-giving.
- Principles and best practices for effective operation of a development program including gift giving, solicitation, stewardship, donor recognition, and program administration.
- Local, regional, statewide, and national trends and issues within higher education and the fundamental role of community colleges in higher education.
- Professional and ethical standards and practices as administered by the Association of Fundraising Professionals, Partnership for Philanthropic Planning, and Council on Resource Development.
- Effective communication, public relations, and marketing methods, techniques, and modes related to development and investment programs, donor recognition, and community awareness.
- Principles, concepts, operations, and processes in grant development and administration, accounting, auditing, budget development, and financial management.
- Technology systems, programs, and resources related to effective development and entrepreneurship programs.
- District organization, operations, policies, and objectives.
- Grant development, including
researching funding opportunities, grant writing, project planning, management, assessment, and evaluation techniques. • Principles and practices of effective and equitable organizational leadership and management. 

Skills and Abilities: • Relationship building and communications with diverse stakeholders and communities. • Establish and maintain effective working and professional relationships with individuals from diverse communities. • Maintain appropriate professionalism in stressful situations. • Understand, evaluate, and provide strategic input on the impact of proposed and enacted changes in laws, regulations, programs, guidelines, and effective practices impacting development activities, grants, and entrepreneurship objectives. • Provide training, professional development, and professional growth to assigned staff. • Conduct internal and external environment analyses to inform strategic planning processes. • Develop and implement effective development and entrepreneurship policies, procedures, and activities. • Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules. • Communicate effectively with diverse stakeholders, orally and in writing. • Maintain accurate records and produce detailed, thorough, and statistical analyses and reports. • Effectively use and operate office technologies and software applications; including general business platforms and technologies specific to development programs. • Participate in hiring, onboarding, training, evaluating, and supervising assigned staff. • Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback. • Learn from errors, determine appropriate corrective action, and prevent repeat occurrences. 

Training and Experience: • Any combination of training and experience equivalent to: a Bachelor’s Degree and five years of direct work experience in a leadership position with responsibility for private resource development including annual, capital, and planned giving and event fundraising, preferably with a non-profit 501©(3) organizational. • Experience in higher education in the areas of grants development, fundraising, major donor campaigns, advancement, and entrepreneurship is preferred. • Possession of a fundraising professional certification (e.g. Advanced/Certified Fund-Raising Executive) is beneficial. • Demonstrate competency in Diversity, Equity, Inclusion, and Accessibility is beneficial. • Bilingual is beneficial.

Licenses:

Pay Information:

Effective July 1, 2023: Range 4 ( $9,311.28 - $15,167.09 ) per month based on the current Management Salary Schedule.

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page
provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: https://apptrkr.com/4319071

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

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