



User Group:

Human Resources

▼

Postings / [Staff/Admin](#) / [Development Officer](#) (Posted) / Applicant View

Posting Details

Posting Summary

Job Title	Development Officer
Type of Assignment	Classified/Staff
Assignment Category	Regular Position
Position Details	One regular, full-time position, 40 hours per week, 12 months per year on the Oceanside Campus. The normal work schedule will be 8:00am-4:30am or 8:30am-5:00pm Monday-Friday. Occasionally, the position may need to work Saturday or Sunday and before/after the regular hours, as needed, for events and donor meetings. This position allows up to 2 days remote work depending on the training plan and progress, as determined by hiring manager. The person selected for this position will be subject to assignment to any district facility during any hours of operation. The first-level interviews with the screening and interview committee will be conducted via Zoom. The second-level interviews may be conducted in person or via Zoom. REMOTE WORK: MiraCosta College supports flexible work arrangements to promote work-life balance. Eligible positions may offer telework (remote work) options based on operational needs and policy guidelines. Telework is not guaranteed, and probationary or temporary employees require vice president approval. Full-time telework is not permitted; all employees are expected to maintain regular weekly on-campus presence. RESIDENCY REQUIREMENT: MiraCosta College Board Policy 7800: Employee Residency requires all classified staff, administrators, and temporary/hourly short-term employees to maintain and permanently reside in a principal place of residence in the state of California that is within two hundred (200) road miles from the employee's regularly assigned district worksite. The District may consider an individual's request to temporarily reside outside the State of California or beyond the 200-mile limit on a case-by-case basis, provided it does not exceed 12 consecutive months.
Location City	Oceanside, Cardiff, and/or Carlsbad
Location State	California

Inclusion, Diversity, Equity & Accessibility (IDEA)	MiraCosta College is an Equal Opportunity Employer dedicated to fostering a diverse, inclusive, and equitable learning and working environment. We welcome candidates who share our commitment to Inclusion, Diversity, Equity, and Accessibility (IDEA). Learn more about our values and initiatives on our IDEA website and in our IDEA policy. We are committed to creating a racially just campus climate where all identities and cultures are respected and affirmed. MiraCosta actively works to close equity gaps for disproportionately impacted communities, including: Latinx/Chicanx, Black/African American, Native Hawaiian/Pacific Islander, Native American, LGBTQIA+, Veterans, Former Foster Youth, Adult Learners, and students from low socioeconomic status backgrounds. As a Hispanic Serving Institution (HSI) since 2013, MiraCosta supports the success of Latinx and first-generation college students. We are also a veteran- and military-supportive institution and an Achieving the Dream Leader College. The successful candidate will join a college that values community and equity, and offers robust, culturally responsive programming—including heritage month events and speaker series—through our Social Justice and Equity Center. Explore our Mission, Vision, and Institutional Goals to learn more about our commitment to student success and inclusive excellence.
Salary Range	23
Compensation	Starting at \$79,391 per year (range 23, step 1), with annual salary step increases up to step 5.
Benefits	MiraCosta College offers an array of benefits to eligible employees: • The district covers 100% of the costs for medical, dental, and vision insurance for eligible employees and their dependents. • \$100,000 Life Insurance Policy • Up to \$250 of monthly benefit credits to help pay for various voluntary benefit options, such as supplemental life insurance, disability coverage, dependent care flexible spending account (FSA), & Health Reimbursement Arrangement (HRA). • Vacation, Sick Leave, and up to 18 Paid Holidays • State Pension System Retirement Benefits (CalPERS) • Free and Confidential Employee Assistance Program • Wellness Program • Participation in the District's Early Retirement Program • Professional Development Opportunities • Tuition Fee Reimbursement
Position Term in Months	12

Application Procedure	To be considered for this position, you must upload all required documents directly into the online application system, complete the application process, and receive a confirmation number no later than 11:59 PM on the posted closing date. 1. Application in which you list all relevant experience. <i>(Do not write “see resumé”)</i> 2. A cover letter addressed to the “Screening and Interview Committee” specifically describing how your experience aligns with the Essential Duties, Other Duties, and Desirable Qualifications. 3. A current resumé or curriculum vitae summarizing your educational background and experience. 4. Transcripts of college coursework that provide evidence of meeting the minimum qualifications as stated in this job posting. Unofficial or legible photocopies are acceptable. If a degree(s) was earned, the transcripts must state that the degree was awarded. Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. Click here to view a list of agencies approved by the California Commission on Teacher Credentialing. Transcripts or translations in English still require an evaluation to show the U.S. equivalence of your degree. Applications will be reviewed for up to four weeks following the closing/first screening date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail. Offer of employment to the person selected for this position is contingent upon 1) successful completion of a pre-placement physical exam at district expense; 2) submission of a current tuberculosis test clearance; 3) proof of eligibility to work in the United States; 4) fingerprint clearance; and 5) approval by the Board of Trustees.
Basic Function	Under the direction of the Vice President of Advancement, and in close collaboration with the Office of Advancement team, the Development Officer supports student and campus needs while building a lasting culture of philanthropy at MiraCosta College. This position leads the design and execution of MiraCosta College’s annual giving program, strategically driving philanthropic revenue through targeted campaigns such as direct mail, seasonal appeals, and campus payroll giving. This role is responsible for planning high-impact donor cultivation and stewardship events to connect supporters with the college’s mission. Additionally, the Development Officer serves as a collaborative partner across campuses, supporting department-led fundraising initiatives, alumni relations, and our lifelong learning programs.
Distinguishing Characteristics	
California Driver’s License Requirement Check	

Essential Duties & Responsibilities	<i>The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.</i> 1. Participate in selecting, training and providing day-to-day lead work direction to other development support staff and volunteers; assign and monitor work for completeness, accuracy and conformance with district, department and legal/regulatory requirements and standards; monitor work flow to ensure that mandated deadlines are being met in an optimal manner; provide information, instruction and training on work procedures and technical/legal/regulatory requirements; provide input to supervisor on employee work performance and behaviors; assist in ensuring a fair and open work environment in accordance with the district's mission goals and values. 2. Implement fundraising and donor development programs for the college including direct mail, Annual Fund renewals and upgrades, campaigns and telemarketing; develop and implement Year-end Giving campaign including interviewing students for story development, developing appeal content and coordinating bulk mailings. 3. Proactively identify new prospective donors by using prospect research tools and analyzing pertinent information to assess a prospective donor's interests and giving capacity; identify from an existing database prospects with the greatest likelihood of making a major gift, considered to be \$10,000+; conduct highly confidential research on prospective donors and prepare that information for use by other fundraisers and the college president. 4. Oversee donor tracking database and ensure database integrity and maximize automatic processes to reduce manual data entry and increase communicate with constituents. Coordinate the development of mailing lists, donor lists, reports, documents and materials for targeted solicitations and donor recognition. 5. Maintain campaign financial reports, incorporating community volunteers and college staff into campaigns as needed; solicit, track and report endowment funds for various scholarships. 6. Develop content and implement employee payroll giving campaign; solicit giving incentives, develop and implement donor solicitation and donor recognition programs. 7. Manage logistics of off and on-campus donor events, including liaison with vendors, event hosts and sponsors; negotiate prices and serve as lead event coordinator both in preparation and during the event; creatively troubleshoot onsite, proactively resolving issues; assist in identifying and recruiting honorees and speakers; prepare presentations and develop and produce invitations, programs and publications; provide staff support to volunteer committees. 8. Develop content and manage student group fundraising activities; train students on campaign development and management including use of events, social media and campaign tracking tools; track and report student fundraising results. 9. Develop content and maintain Foundation website.
Other Duties	1. Assemble requested data and prepare reports related to the college development's fund-raising performance, participating in state-wide and national benchmarking surveys. 2. Assist with developing and monitoring the budget for the department and Foundation; process purchase requisitions, budget transfers and expense reimbursements. 3. Assist Foundation board committees or college committees as appropriate. 4. Participate in community civic efforts and service clubs to enhance the college's presence in the external community. 5. Perform related duties as assigned.

Knowledge of	1. Principles and practices of fund development including campaign development, prospect management systems and event fundraising. 2. Principles, practices and methods of budget development and management and donor tracking and monitoring. 3. Professional ethical standards and practices as identified and agreed to by the Association of Fundraising Professionals (AFP) or similar body. 4. Community relations and community outreach. 5. Principles and practices of public administration, including compliance, purchasing, contracting and maintaining public records. 6. Applicable sections of the state education code, Title V and other state and federal laws governing foundations. 7. Federal, state, corporate, private and non-profit funding sources to meet high-priority college funding needs. 8. Research, statistical and forecasting methods used in donor analysis and management. 9. Federal, state and local laws, ordinances, codes, regulations and policies affecting Foundation accounting and financial systems. 10. Principles and practices of sound business communication. 11. Principles and practices of effective supervision. 12. District human resources policies and labor contract provisions.
Ability to	1. Implement computerized donor prospect and tracking systems including database manage-ment, tracking code system management and developing automated systems for small gift campaign management. 2. Perform public speaking; plan and attend events. 3. Manage and coordinate the work of volunteers and student workers. 4. Develop fundraising materials and social media messaging. 5. Build strong and mutually beneficial relationships between faculty, staff and external audiences. 6. Organize, set priorities and exercise expert, independent judgment within areas of responsi-bility. 7. Read, interpret, apply and explain rules, regulations, policies and procedures including appropriate sections of the state education code and other applicable laws. 8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials. 9. Communicate effectively, both orally and in writing. 10. Represent the district effectively in dealings with donors, the community and a variety of not- for-profit organizations. 11. Present proposals and recommendations clearly, logically and persuasively. 12. Operate a computer and standard business software; maintain a complex donor manage-ment system. 13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues. 14. Establish and maintain effective working relationships with all those encountered in the course of work.

Education & Experience	To be eligible for this position, you must meet and provide evidence of the following minimum qualifications: Graduation from an associate degree program with course work in business administration or a related field, and three years of related professional fund development experience that includes use of a donor management system; or an equivalent combination of education and experience. Experience in an educational setting is preferred. A bachelor’s degree from an accredited four-year college or university is highly desirable. <i>NOTE: For work experience, one “year” is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.</i>
Desirable Qualifications	Expertise and experience with fundraising strategy, events, storytelling, culturally responsive communication, and collaborative teamwork.
Licenses & Other Requirements	A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program. Certified Fundraising Executive or similar certification is strongly preferred.
Physical Effort	<i>The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.
Emotional Effort	Ability to develop and maintain effective working relationships involving interactions and com-munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.
Working Conditions	Primarily business office environment; subject to frequent public contact and interruption; inter-mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occa-sional local travel may be requested.

Posting Detail Information

Posting Number	S_26/27_010_P
Human Resources Contact Information	jobs@miracosta.edu or 760.795.6854
Job Close Date	09/14/2026
Open Until Filled	No
First Screening Date	
Direct Link to Posting	https://mccollege.peopleadmin.com/postings/5290

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you legally authorized to work in the United States?

No

Yes
2. * MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students and employees from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Describe your qualifications and experiences that have prepared you to effectively interact with people who may have a different background than yours (e.g., racial, ethnic, cultural, religious, gender, sexual orientation, socioeconomic, disability, etc.).

(Open Ended Question)

3. * MiraCosta College Board Policy 7800: Employee Residency requires all classified staff, administrators, and temporary/hourly short-term employees to maintain and permanently reside in a principal place of residence in the state of California that is within two-hundred (200) road miles from the employee's regularly assigned district worksite. The purpose of the policy is to promote efficiency and continuity throughout all campus administrative functions, provide students with high quality assistance and accessibility to all academic and campus services, ensure that students receive an engaging education, and respond to emerging student needs. The District may consider an individual request to temporarily reside outside of the State of California or outside the 200-mile limit on a case-by-case basis, not to exceed twelve consecutive months.
- I understand the district's residency requirement as stated above.

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Transcript 1

Optional Documents

1. Transcript 2
2. Formal Agency Evaluation - Non-U.S. Transcripts