

Director, Foundation

Southwestern Community College District

Work Site: Main Campus: 900 Otay Lakes Road, Chula Vista, CA 91910

Department: Advancement and Community Engagement

District Values

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

Responsibilities:

Under the direction and supervision of the designated Administrator, the Director, Foundation manages the development and implementation of a comprehensive fund development program that includes an annual giving campaign, corporate and community solicitation program, scholarships, special events, alumni association, public and private grant program, and planned giving program. The Director of Foundation fosters cooperative working relationships among District divisions, departments, external funder groups and with intergovernmental and regulatory agencies and various public and private groups. **REPRESENTATIVE DUTIES: The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.**

- Identifies, cultivates, and solicits donors and grant opportunities from among community members, businesses, and foundations; coordinates strategies for the solicitation of giving from internal audiences including Foundation board members, Governing Board members, alumni, retirees, and current faculty and staff; conducts ongoing cultivation of prospective donors and stewardship of current donors by maintaining a visible presence with personal visits and correspondence as well as through more generalized communication including District publications.
- Directs the formulation of Foundation mission, strategic planning, goals, objectives, actions, timelines, and responsibilities, in alignment with the District; supports the strategic goals and mission of the District and advances a positive image and enhanced reputation of the District to the community.

- In consultation with the Superintendent\President and the Foundation Board, develop and implement a comprehensive institutional development plan for the District and Foundation that includes, but is not limited to, alumni relations, corporate and foundation giving, grants, donor recognition and overall community awareness and giving program.
- Manages and participates in the development and administration of the annual Foundation budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments, as necessary.
- Coordinates leadership for capital or endowment projects by determining viable fundraising plans, identifying appropriate donors and grant funding opportunities, determining, and implementing solicitation strategies, and assisting with dedication or public activities related to completed projects.
- Manages and adheres to policies and procedures relating to gift and grant solicitation and acceptance; monitors investment policy; determines asset allocation; researches investments; supervises investments; tracks and distributes endowment funds in concert with the Foundation Board of Directors.
- Leads coordination and implementation of special events, annual campaigns, and alumni/retiree activities; develop and implement marketing strategies to promote engagement and support.
- Prepares written materials to donors and donor prospects, including gift illustrations, recognition/acknowledgement material, appeal letters and any other communication to support major gifts and other Foundation activities.
- Adheres to compliance guidelines for a 501©(3) non-profit organization, including reporting guidelines and internal controls; Monitors changes in laws, regulations that may affect District or Foundation operations; implements policy and procedural changes, as necessary.
- Performs related duties as assigned.

Knowledge and Abilities:

MUST HAVE KNOWELDGE OF:

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and techniques of fundraising and grant management for non-profit institutions.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Principles and practices of event planning.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the

public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

MUST HAVE ABILITY TO:

- Develop and implement tested methods of attracting donors and grant opportunities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent to: a Bachelor's degree from an accredited college or university with major course work in public administration, public relations, communications, or a related field **AND** Four (4) years of increasingly responsible professional public personnel or related experience.

Minimum Qualifications: (Faculty and Academic Administrator Positions Only)

Desirable Qualifications:

A Master's degree in a related field is desirable.

Salary

Range 39, Step 1-5, \$10,863.25-\$13,203.67 per month. An excellent benefits package which includes medical, vision, dental, retirement, vacation, generous sick leave package, and life insurance is available for the employee and eligible dependents. This position is a classified exempt position in accordance with the Fair Labor Standard Act and California Education Code Section 88020. The employee holding this position is not eligible for overtime compensation. An excellent benefits package which includes medical, vision, dental, retirement, vacation, generous sick leave package, and life insurance is available for the employee and eligible dependents.

Start Date

As soon as the successful candidate is identified and following the subsequent governing board approval.

Screening Deadline

All application materials must be received on-line at <https://jobs.swccd.edu>. Position is open until filled. Applications received by the first screening deadline of **11:59 p.m. on Friday, February 23, 2024** are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.

Work Schedule:

Monday-Friday: 8:00 a.m.-5:00 p.m. (Approximately). Work schedule may be adjusted to meet the needs of the department. Successful candidate may be assigned to any of the campus sites (Chula Vista, National City, Otay Mesa, and/or San Ysidro).

Additional Information:

A confirmation number will be assigned if your application packet has been successfully submitted. Assistance with the online application process is available through the Human Resources Office at 900 Otay Lakes Road, Chula Vista, CA 91910; telephone: (619) 482-6395 or e-mail to employment@swccd.edu.

It is the sole responsibility of the applicant to ensure that all application materials are received by the review deadline date. A separate, complete application packet is required for each position for which you are applying for. All materials included in your application packet become District property, will not be returned, will not be copied, and will be considered for this opening only.

Candidates selected for employment with Southwestern Community College District must be fingerprinted by an electronic fingerprinting service (i.e. LiveScan) within 10 days of employment; provide clearance of tuberculosis (dated within the past 4 years and renewed every four years as a condition of continued employment) within 60 days of employment; provide proof of eligibility to work in the United States.

In addition to the above, for Faculty/Administrator positions (only), successful candidate must submit official (sealed) college transcripts confirming date degree conferred and/or a valid CA Community College Credential.

Reasonable accommodations will be provided to candidates with verified disabilities. Accommodation requests should be made at the time the interview appointment is scheduled.

As an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act, Southwestern Community College District will make reasonable accommodations for individuals with disabilities.

The Southwestern Community College District shall not discriminate against any person in employment or in any program affiliated with the District on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, sex, sexual orientation, physical or mental disability, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Notice of Availability of the Annual Security Report – Southwestern College is committed to assisting all members of the community in providing for their own safety and security. The Annual Security Report is available on the SWCPD website at <https://www.swccd.edu/student-support/college-police/public-information-and-resources/index.aspx>.

If you would like to receive a hard copy of the Annual Security Report, which contains this information, you can stop by the SWC College Police Department or you can request that a copy be mailed to you by calling (619) 482-6390.

The report contains information regarding campus security and personal safety including topics such as: crime prevention; public safety authority; crime reporting policies; programs to prevent dating violence, domestic violence, sexual assault, and stalking; the procedures the College will follow when one of these crimes is reported; and other matters of importance related to security on campus. The report also contains information about crime statistics for the three most recent calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College or a recognized student organization; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the SWC College Police Department.

Drug and Alcohol Abuse Prevention Plan (DAAPP) – More information about the DAAPP, including the Drug Free Environment and Drug Prevention Program Policy and Procedure and Biennial report can be found in the Health and Safety Section of the campus Consumer Information page (<https://www.swccd.edu/student-support/health-services/personal-wellness-mental-health/drug-and-alcohol-abuse-prevention-program.aspx>)

To apply, visit: <https://apptrkr.com/4946880>

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