

EXECUTIVE DIRECTOR, DISTRICT FOUNDATION
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=235212>

Downloaded On: May. 19, 2024 9:32am

Posted Apr. 26, 2024, set to expire May 22, 2024

Job Title EXECUTIVE DIRECTOR, DISTRICT FOUNDATION
Department Executive
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Apr. 26, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Institutional Advancement
Finance/Investment Management

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Job Description

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EXECUTIVE DIRECTOR, DISTRICT FOUNDATION

San Jose/Evergreen Community College District

Close/First Review Date:06/28/2024

Campus Location: District Office

Position Description:
POSITION SUMMARY

EXECUTIVE DIRECTOR, DISTRICT FOUNDATION San Jose/Evergreen Community College District

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The Executive Director of District Foundation reports to the Chancellor at the District Office. This is a full time, 12 months per year, management position.

POSITION PURPOSE

Under the general direction of the Chancellor, the Executive Director plans, directs, and administers the business functions of a 5013 Foundation, including fundraising, grant development, financial management, investing, and public relations. The position serves as a member of, and advisor to, the Foundation Board; manages a comprehensive fundraising program which may include conducting capital campaigns and seeking donations from alumni, employees and individuals and groups in the community; directs and oversees Foundation marketing and communications; and performs other related duties as assigned.

NATURE AND SCOPE

The Executive Director, District Foundation provides senior leadership of institutional advancement for the District and its affiliated foundations. Incumbent in this position is responsible for all activities related to identification, cultivation, solicitation, and stewardship of annual, major, and planned gifts from the alumni, friends, corporations, and foundations. The position develops vision for, and oversees the implementation of a comprehensive District-wide fundraising program designed to meet fundraising goals of the District and to promote education excellence and student equity.

KEY DUTIES AND RESPONSIBILITIES

1. Plan, direct, and administer the business functions of a 5013 Foundation, including fundraising, grant development, financial management, investing, and public relations.
2. Serve as an ex-officio member of, and advisor to, the Foundation Board; provide administrative and leadership support in all related activities and work to carry out the objectives and activities of the Foundation.
3. Manages a comprehensive fundraising program which may include conducting capital campaigns and seeking donations from alumni, employees and individuals and groups in the community; communicate funding needs and goals to the Foundation members, business community, media, public and prospective donors; identify, cultivate, and solicit donors from among community members, businesses, foundations, alumni, employees, and students; oversee fundraising special events.

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4. Direct and oversee marketing and communications, including the preparation of written materials to donors and donor prospects, gift recognition/acknowledgment material, appeal letters, and any other communication to support Foundation activities.
5. Develop investment policies, determine asset allocation, research investments, and supervise investments; track and distribute endowment funds in coordination with The Foundation Board.
6. Provide leadership and support to the Foundation Board; coordinate the training of the Foundation Board, volunteers, and employees, as needed; in consultation with the nominating committee, identify and recruit new Foundation board members and provide for their orientation and growing involvement in the work of the Foundation.
7. Develop, implement, establish, and maintain policies, processes, and procedures for the Foundation; monitor and evaluate operational, department, and service quality; may recommend, develop, and implement quality-improvement assessment tools and/or methods with administration and/or regulatory agencies.
8. Develop and implement short- and long-term strategies and plans for the Foundation.
9. Lead and coordinate district-wide grant applications, development and submission of proposals, and submit follow up reports with student outcome analysis and evaluation when necessary.
10. Recommend, monitor, and/or administer budgets for assigned areas; oversee and administer budget allocations and procurements for all assigned funds as appropriate; analyze and review budgetary and financial data.
11. Monitor, analyze and report on overall fundraising results versus goals to internal and external constituencies.
12. Monitor and review programs and/or operations for legal compliance.
13. Analyze and interpret data; prepare, review, and/or approve documents and reports.
14. Promote diversity, equity, inclusion, cultural competency, and a positive work and academic environment.
15. Supervise department employees; assign and monitor employee's work and evaluate employee performance; train employees; participate in employee selection; direct and oversee Foundation

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volunteers, committees, and other internal functions of the Foundation.

16. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Operations, processes, and services of a 5013 foundation.
2. Financial administrative operations regarding auditing and investment risk management.
3. Principles of institutional advancement, development and philanthropy.
4. Techniques of donor cultivation and solicitation
5. Compliance with CASE Reporting Standards & Management Guidelines for non-profit organizations.
6. Budget preparation and control.
7. Principles of supervision, training and performance evaluation.
8. Community leadership dynamics and volunteer development.
9. Forms of fund development including annual, capital, and planned giving, and event fund raising.

Skills and Abilities to:

1. Plan, direct, administer, and evaluate the fiscal and business operations of a 5013 foundation.
2. Oversee and manage major events, fund raising campaigns, public relations programs, and investments.
3. Develop and implement tested methods of fundraising and attracting donors.
4. Identify and implement appropriate technology and resources in assigned area.
5. Reconcile competing interests and build support from competing constituencies.

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6. Prepare and review reports, correspondence, and other documents using multiple business formats.
7. Supervise, train and evaluate the work of assigned employees.
8. Analyze data, compile narrative and statistical reports, prepare and deliver presentations.
9. Communicate effectively, both orally and in writing.
10. Establish and maintain cooperative and effective working relationships with all employees and others encountered in the course of work.
11. Utilize standard office software and equipment.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Bachelors degree from an accredited educational institution.
2. Five years of fund development experience for a foundation including at least two years in a management capacity.

Desired Qualifications:

1. Experience working on a Board or Foundation.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$177,165 - \$215,346 Annual Salary (Range M34: Management 2023-2024 Salary Schedule).

Starting salary placement is generally at Step 1.

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Benefits:

Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Manager, Supervisor and Confidential positions also include 22 vacation days, 20 holidays, 12 sick leave days and 6 administrative leave days per year.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

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Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Executive

San Jose/Evergreen Community College District

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