

DIRECTOR OF DEVELOPEMENT

DEFINITION

Under the general direction of the College President, the Director of Development serves as the Chief Fundraising Officer for the college and is responsible for coordinating all fundraising efforts and supporting/participating in grant development activities for the college. The Director of Development also serves as the Executive Director of the Columbia College Foundation. In that role, the Director provides leadership, both directly and through Foundation Board Members and staff, for the planning and execution of a comprehensive development program including donor identification, cultivation, solicitation, and stewardship.

The Director provides strategic direction along with clear and achievable goals that inspire the staff, as well as the Board of Directors, to meet and exceed expectations. Additionally, the Director is responsible for the overall development, planning, and execution of the Foundation's policies, procedures, and activities as set by the Foundation Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Columbia College President.

At times, receives direction from the Columbia College Foundation Board of Directors.

Provides direction to Foundation staff and various others who may be hired, on a temporary basis, from time to time, to support Foundation work

ESSENTIAL DUTIES

- **Fundraising/Grant Development**
 - Provide strategic leadership for all private fundraising and gift solicitation, including planned giving.
 - Identify, cultivate and recognize donors to the college.
 - Assure responsible recording, accounting and stewardship of all gifts and grants.
 - Effectively use the selected fundraising database (Name) to manage and improve donor relationships and communications.
 - Coordinate and support grant development activities as requested.
 - Collaborate with faculty and staff, facilitating their involvement in various fundraising and grant development projects.
 - Assure fundraising and grant development planning supports institutional priorities.
- **Administration**
 - Manage the work of the Foundation Board of Directors including Board Meetings, Committee Meetings, and other Board and Committee related functions.
 - Manage the administrative functions of the Foundation, including asset management, financial administration and coordination with college staff.
 - Develop and administer the Foundation budget; coordinate financial reporting with the district finance office.
 - Assure that adequate policies and procedures are in place, based on industry standards, that support fund development activities, including gift acceptance, solicitation, recording, and reporting functions.
 - Represent Columbia College and the Columbia College Foundation in the Community.

- **Foundation Programs and Activities**

- Provide leadership for all Foundation events and programs.
- Develop, manage and expand the Columbia College Scholarship program.
- Develop, manage, and expand the Promise program.
- Manage and develop the Mini-grant program.
- Provide leadership for new activities that could include coordination of student housing, creation of an Alumni Association, and other yet-to-be identified programs.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Bachelor's degree or equivalent in business or public administration, development management or related field. Master's degree preferred.
- **Experience:** A minimum of four years' experience in both private fundraising and grants development. Preference for work experience in a higher education institution and possessing a Certified Fundraising Executive credential (CFRE).

Knowledge of:

- Principles and practices necessary to develop and manage effective fundraising programs, activities and events.
- Principles and practices of business management and strategic planning development processes.
- Principles, techniques and guidelines relative to grants, grant writing, contract administration, and subcontracting processes.
- Foundation operations including legal, financial, government regulations and board development.
- State and Federal rules, regulations, laws and statutes relating to grants.
- Community resources; effective networking and community relation techniques.
- Resources for identifying grant funds, as well as existing grant sources.
- Monitoring income and expenditures within an approved annual budget.
- Effective grant management; including generally accepted accounting principles and terminology, and auditing principles and practice related thereto.
- District organization and the applicable policies and procedures related thereto.
- Modern office practice trends and procedures, standard office equipment and modern data management, storage, retrieval systems, and computer-based donor tracking systems.
- Knowledge of and sensitivity to the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.

Ability to:

- Exhibit strong, motivational leadership for the Foundation in the community, with board members, staff and volunteers.
- Write and develop effective presentations.
- Rely on collaboration and teamwork to meet objectives.

- Make timely decisions, anticipate problems, identify areas of opportunity, and provide creative, logical and efficient solutions.
- Analyze successes and failures programs to improve strategies and share results with leadership.
- Amiable and at ease in displaying hospitality.
- Build effective relationships with individuals and organizations.
- Demonstrate unquestioned integrity, high energy, a thorough knowledge of the psychology of contributing and the methods used to influence giving.
- Communicate effectively, both in writing and orally.
- Establish good community relations.

Licenses and Certificates:

- Possession of a valid California driver's license may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit, walk or stand for extended periods.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes; must have a full range of motion in the upper extremities.
- **Lifting:** occasional lifting, carrying, pushing, pulling, or otherwise moving objects up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Evening and Weekend work may be required

Class Adopted: 7/1/24

Class Amended: