

EXECUTIVE DIRECTOR OF FOUNDATION

DEFINITION

Under administrative direction of the college President, the Executive Director serves as the chief fundraising officer for Modesto Junior College and the Modesto Junior College Foundation. The Executive Director provides leadership, both directly and through supervision of foundation staff for the planning and implementation of a comprehensive development program.

The Executive Director sets ambitious, clear, and achievable goals, and inspires the staff, as well as the Board of Directors to meet and exceed expectations. The Executive Director is responsible for the identification, cultivation, solicitation, and stewardship of donor prospects (individuals, foundations and corporations) gift funds, and donor records at all levels of giving. The Executive Director of the Modesto Junior College Foundation will place special emphasis on the cultivation and solicitation of major gift donors and grant-makers capable of giving \$10,000 and above.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Modesto Junior College President; may also receive and respond to directives from the Chancellor and/or Modesto Junior College Foundation Board of Directors, as needed. Provides direct supervision over managers, directors and administrative support staff.

ESSENTIAL DUTIES (*Illustration only*)

1. Fundraising

Identifies annual and long-term fundraising goals and directs, manages, and implements all private gift fundraising activities to achieve those goals on behalf of the Modesto Junior College Foundation.

- Major Gifts – Initiates major gift solicitations. Identifies major prospects and assures appropriate cultivation takes place. Develops and cultivates relationships with established and prospective donors to enable solicitation of six-to-seven-figure gifts.
- Annual Fund and President's Circle Gifts – Working with other staff, is responsible for assuring that the Annual Fund reaches unrestricted and restricted cash goals each year through direct mail, online, personal solicitation programs, and any other appropriate means. Also, working with the other staff, assures the planning and implementation of a President's Circle gifts program which has annual goals.
- Corporate and Foundation Grants – Initiates and develops proposals to corporate and foundation grant makers in seeking unrestricted annual and restricted gifts.
- Planned Giving – Is responsible for conducting solicitations for the Foundation's Planned Giving program. Provides tax deduction, income, and cash flow analyses for prospective planned giving donors. Responsible for marketing and the cultivation of prospective planned giving donors.

- Alumni Relations – Develops and implements a strong, well-constructed alumni engagement and giving program that grows each year and helps engage prior students with the College.
- Campus Fundraising Leadership – Works with vice-presidents, deans, directors, faculty, staff and students from the college's various units; provides counsel to their fundraising efforts; build college awareness and inspire community engagement and strategic alliances through an integrated college advancement plan; develop publications to support giving.

2. Board Administration

- Provides staff support for all Foundation committees.
- Supervises staff to provide all reports and minutes of meetings to the committees and the Board of Directors.
- Assures that all meeting materials, including written reports as necessary are provided for committees and the Board of Directors.
- Prepares materials for Board of Directors meetings, or supervises the preparation and presentation of Board materials, such as financial statements and balance sheets.
- Works to ensure that the talents of Board Members are fully applied to meeting fundraising and organizational objectives.

3. Financial Administration

- Supervises the preparation, implementation, and monitoring of complex budgets and financial record keeping for campaigns and general gifts.
- Recommends, prepares, and justifies the annual operating budget of the foundation to the Foundation Board.
- Provides the Board with monthly budget reports. Reviews and acts upon monthly reports as prepared by the Business Services Unit.

4. Asset Management and Administration

- Supervises asset investments. Orchestrates the selection of fund advisors through the formal Request for Proposal process. Maintains regular contact with advisors. Reports on performance of investments to the Foundation's Finance Committee.
- Supervises preparation of federal and state tax returns.

5. Data Management

- Has overall responsibility for accuracy and integrity of donor and prospect information within foundation's database.
- Designs and utilizes information systems and reports to enhance and improve information and decision-making for program management.

6. Personnel Administration

- Facilitates the hiring process and supervises and evaluates Foundation personnel.
- Performs ongoing review of program and personnel performance. Conducts formal reviews at least annually.

7. Events, Public Relations, Publications

- Represents Modesto Junior College and the Foundation to a variety of external organizations and constituencies.
- Attends many Modesto Junior College events as well as other community events where the college and Foundation benefit from having a presence.
- Supervises Foundation publications.
- Supervises Foundation staff in coordinating fundraising events and activities.

8. Long-range Planning

- With the Board of Directors, develops long-range mission, goals and strategic plan and direction for Foundation growth, staff enhancement, board development, and program development.
- Works closely with faculty, deans, and administrators to more fully integrate the Foundation, its fundraising activities, and the use of its endowment proceeds into academic and student services program planning and funding each year.

9. Other

- Performs other duties as assigned by the Foundation Board of Directors.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment
- Work may require evening and weekend hours

MINIMUM QUALIFICATIONS

- Experienced organization manager capable and comfortable with setting and achieving meaningful goals in a professional and timely manner, communicating effectively with stakeholders, assuming overall responsibility for unit performance, building and maintaining a diverse workforce, and conducting business in a lawful and ethical manner.
- Knowledgeable about and proficient in current issues involving college advancement.
- Familiar with all of MJC's primary services and programs.

Knowledge, Skills and Abilities to:

- Ability to communicate effectively, verbally and in writing.
- Work effectively with persons of diverse backgrounds and experience.
- Exhibit leadership in management and planning; train, supervise, and evaluate staff, work cooperatively with others.
- Exhibits proficiency and accuracy with Microsoft Office Suite, database-related software applications, and other office equipment required.
- Familiar with all college services and programs.
- Familiar with current issues involving college advancement and fundraising programs, activities and events.
- Principles in the principles and practices of business management and strategic planning and development processes.
- Knowledgeable about State and federal laws, codes and regulations affecting fundraising and development programs.
- Proficient in Foundation operations including legal, financial, government regulations, and board development.
- Proficient in principles and techniques of grant management, fiscal accountability and budgeting.
- Proficient in principles of management practice and leadership including effective human resource management.
- Proficient in principles of revenue and expenditure management within an approved annual budget.
- Knowledgeable in District organization and the applicable policies and procedures related thereto.

Preferred Qualifications:

- Masters or Doctorate in Education, Public Relations or related fields.
- Senior level development experience in a college or university setting.
- Preference is for the Executive Director to have a thorough understanding of best practices in fundraising, with demonstrated success with annual fund, major gifts, alumni relations, estate and planned gifts, corporate and Foundation fundraising, and the management of volunteers.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator's License may be required.

Physical and Mental Standards:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes
- **Lifting:** occasional lifting of papers, files, equipment and material weighing 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 some public contact; frequent deadlines and time-limited assignments

Education and Experience:

- **Education:** Bachelor's Degree in Education, Public Relations or related fields.
- **Experience:** Minimum of three years of recent, successful development experience.

Class Adopted: 04/10/14

Class Amended: 02/01/22