

Dean of Advancement & Executive Director of the MJC Foundation

DEFINITION

Under administrative direction of the college president, plans, organizes, and directs major programs and activities designed to enhance the advancement and development of Modesto Junior College. Areas of programmatic responsibility include non-profit and private foundation grant development, alumni affairs, endowment management, donor cultivation and stewardship (events and correspondence), annual fund development, major gifts, and planned giving. Incumbent performs other duties within assigned areas of responsibility as necessary. Areas of responsibility often change, thus requiring the ability to oversee a wide variety of new or changing programs or functions.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the MJC President; may receive other directives from the Chancellor and/or Modesto Junior College Foundation Board, as needed.

Provides direct supervision over managers, directors and administrative support staff.

EXAMPLES OF DUTIES

- Provide strategic guidance and leadership for all major programs and activities designed to enhance the advancement and development of the College. Areas of programmatic responsibility include non-profit grant development, alumni affairs, endowment management, donor cultivation and stewardship (special events and correspondence), annual fund, major gifts, capital campaign, and planned giving.
- Oversight and control of department budget; review, development and analysis of new programs; facilitate oversight of grant, private donor and endowment funding.
- Develop and implement a strong, well-constructed alumni program that grows each year and helps to cement prior students to the College.
- Provide leadership and oversight to secure maximum private and non-profit foundation grant funding through submission of strong, well-written, well-placed grants and partnership activities.
- Under direction of the College President, directs the MJC Foundation including all foundation marketing, fundraising activities, events, policy development, board recruitment, and planning processes. Work closely with the Foundation Board of Directors to achieve the Foundation's goals. Plans and carries out Foundation plans and events.
- Work with vice-presidents, deans, directors, faculty, staff and students from other campus units; provide fundraising counsel to them in their fundraising efforts.
- In conjunction with responsible staff, develop a public relations program for the Foundation board.
- Develop partnerships at the local, regional and state level related to assigned programs in college advancement; interact with various business and governmental stakeholders and private individuals and foundations; align campus and community resources and expertise to facilitate these partnerships. Work closely with other entrepreneurial functions on the college campus to enhance these partnerships.

- Responsible for cultivating external audiences to enhance the College's reputation, financial resources and constituent relationships.
- Build College awareness and inspire community engagement and strategic alliances through an integrated college advancement plan. Develop publications to support giving.
- Act as spokesperson for the MJC Foundation at various community and civic functions, as may be necessary.
- Serves as a catalyst for creating revenue generation from major gifts (\$5,000 or more), and supports, plans, manages, and implements work necessary for the President to cultivate and solicit major donors.
- Oversight of strategic planning efforts related to assigned programs.
- Implement District performance evaluation procedures for appropriate assigned staff; promote and facilitate a program of staff development for personnel.
- Serve as a member of various College and District committees and task forces; maintain liaison with other College, District, public and private agencies to assure coordination of activities.
- Perform other duties, as assigned within designated area of responsibility.

TYPICAL WORKING CONDITIONS

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

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of current issues involving college advancement and fundraising programs, activities and events.
- All college services and programs.
- Principles and practices of business management and strategic planning and development processes.
- State and federal laws, codes and regulations affecting fundraising and development programs.
- Foundation operations including legal, financial, government regulations, and board development.
- Principles and techniques of grant management, fiscal accountability and budgeting.
- Principles of management practice and leadership including effective human resource management.
- Principles of revenue and expenditure management within an approved annual budget.
- District organization and the applicable policies and procedures related thereto.

Ability to:

- Plan, organize, direct, administer, review, and evaluate assigned programs and services.
- Learn, use, and implement new technologies as tools for learning, teaching, administering, and generally improving the work area or scope of work.

- Demonstrate flexibility to oversee a wide variety of new or changing programs or functions.
- Build effective relationships with individuals and organizations.
- Demonstrate strong interpersonal communication skills; network.
- Exercise sound judgment in the performance of duties.
- Motivate and deal with issues related to college advancement and the needs of students and staff.
- Establish good community relations, identify and secure new funding streams, create new partnerships and reach out to the community on behalf of the College and District.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **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 25 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: Possession of a Master's Degree **AND** one year of successful experience in field related to the administrative assignment **OR** a Bachelor's Degree and three years of experience.
- Experience: Minimum of five years of increasingly successful management experience within an academic setting with at least two years of successful experience in fields related to the administrative assignment.

Class Adopted: 4/10/14

Class Amended: XX-XX-XX