

DIRECTOR OF DEVELOPMENT - CC**DEFINITION**

Under general direction of the College President serves as the Chief Fundraising Officer for the college and Columbia College Foundation. The Director is responsible for coordinating all private fundraising and grant development activities for the college. The Director is responsible for the overall development, planning, and execution of the Columbia College Foundation's policies, procedures, and activities as set by the Foundation Board of Directors. The Director serves as the Resource Development Activity Director for the college's Title III grant.

SUPERVISION RECEIVED AND EXERCISED

- Receives general administrative direction from the Columbia College President.
- Provides direct supervision to Foundation, and Title III grant staff, as assigned.

EXAMPLES OF DUTIES

- Coordinate all private fundraising and grant development activities.
- Identify, cultivate and recognize donors to the college.
- Manage Foundation Board volunteers and coordinate their participation in gift solicitation.
- Cultivate allied professionals and prospects for major gifts and planned giving.
- Work with deans, directors, faculty, staff and students from other departments within the College; to identify funding sources for new projects in support of the college's mission and strategic plan.
- Use donor and prospect database effectively to manage and improve donor relationships and communications
- Effectively train faculty and staff to participate appropriately in fundraising and grant development.
- Develop and implement appropriate resource development policies and procedures.
- Assure responsible stewardship of gifts and grants through monitoring of compliance with donor/grantor restrictions and regulations.
- Manage the administrative functions of the Foundation.
- Assure fundraising and grant development planning supports institutional priorities.
- Administer the Title III grant Resource Development Activity in accordance with Title III regulations. Serve as the Title III Resource Development Activity Director.
- Assure evaluation of project activities occurs as prescribed by Title III grant requirements.
- Supervise and direct staff to carry out the grant's Resource Development activity.
- Monitor and expend the Resource Development Activity grant budget. Maintain budget compliance with grant and district fiscal policies and regulations
- Adhere to grant timelines, assess progress toward objectives and assist the Title III Project Director in meeting reporting requirements.
- Keep campus constituencies informed of Title III progress and outcomes.
- Perform other related duties.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

- Work may require evening and weekend work

MINIMUM QUALIFICATIONS

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 statues relating to grants.
- Community resources; effective networking and community relation techniques.
- Resources for identifying grant funds, as well as existing grant sources.
- Monitor 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 ability to appraise the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students. Sensitivity college student population.

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 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:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

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. Preference for Certified Fundraising Executive credential (CFRE).

Class Adopted:

Class Amended: **XX-XX-XX**