

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Executive Director, College Foundation and Community Relations	Range: 25 (CL)	Management Schedule
Date Revised:	June 15, 2007	Date Approved:	
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of a college president, this position provides leadership for the management of college Foundation operations, including fundraising, community relations, and alumni activities to enhance the financial welfare and image of the college. The Executive Director, College Foundation and Community Relations works directly with the Foundation Board of Directors.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Identifies and cultivates individual, corporate and organization fundraising prospects; conducts major and planned gift solicitations.
2.	Directs major fundraising events; manages the annual giving program and the scholarship solicitation and awards programs.
3.	Coordinates alumni activities.
4.	Coordinates community outreach/relations activities with the college Director of Campus Communications to enhance the visibility of the college and the Foundation and maintain an effective public information program.
5.	Prepares strategic and annual operating plans for the Foundation; prepares an annual budget to support the fundraising programs.
6.	Assures compliance with all pertinent federal, state and local laws, relevant contractual obligations, and recognized reporting standards applicable to fundraising.
7.	Monitors Foundation assets in cooperation with the Foundation Board, College President, and Vice President of Administrative Services; exercises appropriate fiduciary oversight of trust agreements, gift acceptance and investment policies.
8.	Develops, prepares and maintains a variety of detailed and comprehensive reports, records, and files related to Foundation operations.
9.	Works with legal counsel, investment, fundraising, research, communications and other consultants as directed in the planning and execution of Foundation development and alumni programs.
10.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as directed; coordinates programs and services as appropriate with other District and college personnel.
11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

12.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Perform related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Executive Director, College Foundation and Community Relations maintains frequent contact with representatives from the community, business and industry, and college personnel.

EDUCATION AND EXPERIENCE

Required Qualifications

Possession of a bachelor's degree or higher from an accredited institution.

A minimum of three years of successful fundraising, institutional development, entrepreneurial or management/supervisory experience, or a combination of these relevant to the position.

Desirable Qualifications

Master's degree or higher from an accredited institution.

Completion of fundraising certificate program or National Society of Fundraising Executive accreditation.

Demonstrated record of successful, creative fundraising projects, preferably in a college setting.

Experience in community relations/public affairs/public relations/public information.

Experience in developing and managing a capital campaign.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of federal, state and local laws and reporting standards applicable to fundraising activities and foundation operations.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to make effective presentations and written proposals

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
