Position Title: Director of Development (Full time, Contract Position)

BASIC FUNCTION:
Reporting to the Executive Director of the Foundation, the Director of Development is a key position in meeting the fund raising success of the Foundation. Responsibilities include: annual giving, corporate and foundation relations, alumni development, special events and communications programs to increase philanthropic support to the College. In conjunction with the Executive Director, the Director of Development is responsible for creating a fund development and communications / marketing plan, and to execute the plan strategies. A strong knowledge of Web 2.0 technology for alumni and donor development is required. In coordination with the Executive Director, the position will also be responsible for interpreting fundraising results and evaluating program effectiveness from year to year including the collection and evaluation of data, developing sound conclusions and making recommends for new or revised organizational structures and programmatic approaches. Experience in alumni relations is a plus.

REPRESENTATIVE DUTIES:
1. With the Executive Director, plan and carry out a comprehensive fund development plan to meet the financial goals of the Foundation. This will include developing a program budget; developing systems to identify, cultivate and solicit potential donors; providing organization and oversight of all annual donor events and communications; developing relationships with community's business and community leaders resulting in financial support.

2. Effectively collaborate with members of the Foundation Board on a variety of projects including the development and growth of the President's Circle and other fundraising efforts. May be asked to serve on other foundation board committees or college committees as appropriate.

3. Working with the College Information Technology group, manage, develop and update the College Foundation web site with a focus on interactive Web 2.0 tools and capabilities. Coordinate website changes and graphics with College IT group support. While producing fresh and engaging content, you'll be developing creative ways to engage our constituents (donors / alumni / staff) by creating easy and compelling gift opportunities.

4. Plan, design, develop and implement (or manage as appropriate) email, mail and telemarketing efforts aimed at educating various college constituencies about College's most recent activities and accomplishments and raising private support from alumni and friends.

5. Plan, write and oversee the design and mailing of a tri-annual newsletter. The aim of the publication is to develop a community of alumni and friends who have a significant attachment to the college resulting in meeting the Foundation's financial goals.

6. Understand, manage and ensure data integrity of the constituent database (eTapestry moving to Sungard Banner Advancement). This will include knowing the database software and using the software to analyze, identify and qualify prospective donors. Oversee the data input for new constituents and gifts, managing data input for integrity and accuracy. Oversee the work of the database manager.

7. Plan, design and implement donor and friends events, ensuring that the events are conducted according to the highest standards of professionalism, and that each activity contributes to the goals of the Fund Development Plan and Foundation office. Negotiating with and managing external vendors and interacting with a wide variety of campus

departments, faculty, administrators, students, staff and high-level volunteers; overseeing the preparation of guest lists, invitation production, mailing and responses; and, developing and managing a budget for each event. Includes working with committees of volunteers, developing and managing event budgets, conducting all solicitations associated with the event and managing all event logistics.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Applicable sections of State Education Code and other laws
State of the art, ethical fundraising strategies and practices, including Fund Development Plans
Effective use of the Internet in fund raising, especially Web 2.0 interactive strategies and viral marketing
Alumni relations that lead to financial support from alumni
Marketing and public relations strategies and tactics
Community college / academic organization, operations, policies and objectives, including the critical role of shared decision making
Financial and statistical record keeping techniques
Basic research methods; statistical analysis
Computer applications: Microsoft Office; eTapestry or Banner Advancement experience preferred.
Excellent oral and written communication skills (A writing test will be part of the final candidate interview process)
Project and program management and development

ABILITY TO:
Read, interpret, apply, and explain rules, regulations, policies, and procedures including appropriate sections of State Education Code and other applicable laws.
Effectively work as a team; build strong and mutually beneficial relationships between the faculty and staff and external audiences.
Interact and effectively work with high-level community leaders.
Attend and participate in community events.
Prepare clear and comprehensive reports, correspondence, and budget estimates.
Plan, organize, and coordinate activities and operations.
Negotiate contracts.
Analyze program effectiveness and accomplishment of goals.
Analyze situations accurately and adopt an effective course of action.
Make arithmetic calculations quickly and accurately.
Work confidentially with discretion.
Interpret and prepare complex financial reports.
Conduct statistical analyzes of program effectiveness.
Communicate effectively both orally and in writing.
Give effective oral presentations in both public and private sectors.
Write clear and concise letters, reports, brochures etc.
Develop and meet schedules and timelines.
Work independently with little direction.
Train, supervise, and evaluate staff, student workers and temporary staff as needed.

EDUCATION AND EXPERIENCE:
BA/BS required and 5 years of direct related experience in fundraising/fund development. CFRE preferred.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITY:
Supervise full and part time staff; temporary staff and student workers as needed.

CONTACTS:
Alumni, college faculty, staff and students, Foundation board members, grant agencies, business and community leaders, and the general public.

PHYSICAL EFFORT:
Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to travel to a variety of locations on and off campus as needed to conduct District business.

EMOTIONAL EFFORT:
Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines.

WORKING CONDITIONS:
Primarily business office environment; subject to frequent public contact and interruption; occasional exposure to angry, disgruntled and abusive individuals; usual assignment worked during daylight hours with evening, weekend and/or holiday hours required on an as-needed basis.