

DIRECTOR, DEVELOPMENT AND ALUMNI RELATIONS

DEFINITION

Under administrative direction, assists in the planning, organizing, managing, and coordinating College development, the College Foundation, and alumni and community programs and activities; coordinates assigned activities with other College divisions, departments, outside agencies, and the public; fosters cooperative working relationships among College divisions, departments, and with intergovernmental and regulatory agencies and various public and private groups; assists with providing highly responsible and complex professional assistance in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises direct and general supervision over assigned staff. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

CLASS CHARACTERISTICS

This is a management classification that exercises independent judgment on diverse and specialized initiatives across the campus with significant accountability and ongoing decision-making responsibility associated with the work. The incumbent assists with organizing and overseeing day-to-day Foundation team activities and is responsible for providing professional-level support in a variety of areas. This position helps to develop and maintain critical relationships with campus leadership, the Foundation Board of Directors, members of the community, organizations, foundations, and individuals. In this capacity, collaboration with campus marketing efforts and public information resources is critical, as well as overseeing complex budgets, tracking, and reporting requirements.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Collaborates in planning, organizing, and executing the work of the Foundation; trains in work procedures and policy; provides policy guidance and interpretation.
2. Formulates and executes strategic plans for alumni outreach and annual giving programs; to include specific and measurable targets regarding definite fund-raising goals, prospect management, personal contacts, stewardship activities, and solicitations (including the number of personal contacts made per month, quarter, and year; solicitations made per quarter and gifts closed per year to match the annual gift expectation).
3. Oversees the management of the scholarship program, including strong partnerships with the Scholarship/Financial Aid Office, adhering to compliance practices when establishing criteria, outreach to program representatives for execution, developing communication, and stewardship plan for all scholarship donors and providing guidance to program staff.

4. Develops and submits grant proposals, working closely with program staff across campus to identify needs and funding opportunities; manages the reporting and supporting documentation requirements for each request.
5. Establishes and maintains relationships with campus leaders and partners, community representatives, organizations, and foundations to advance the goals and mission of the College.
6. Provides leadership in the planning and execution of all Foundation events, including coordination with campus leadership and partners, external constituents, and community members.
7. Manages the Alumni Advisory Committee, a sub-committee of the Mt. SAC Foundation Board of Directors, planning and implementing alumni engagement strategies.
8. Works directly with Foundation partners and vendors to develop branding and solicitation approaches, including website maintenance and identifying new content for alumni and donor profiles.
9. Collaborates with division deans and program administrators to help develop strategic partnerships that advance campus initiatives.
10. Provides assistance to the Mt. SAC Foundation Board of Directors, meetings, community representation, and advancing personal relationships, including individual giving.
11. Recommends and implements goals, objectives, policies, and procedures following state and federal IRS regulations guiding 501(C)(3) practices.
12. Develops, prepares, and monitors budgets, coordinates expenditures, analyzes and reviews budgetary and financial data, and maximizes financial resources; ensures integrity in fiscal matters related to non-profit accounting, in accordance with established processes, guidelines, rules, and regulations.
13. Participates in monthly meetings with the College President to discuss Foundation priorities, provide updates on fundraising and outreach efforts, and progress toward goals.
14. Participates in monthly meetings of the College Advancement Team under the purview of the President's Office, responsible for advancing the mission of the College through community engagement, relationship building, fundraising, and grant writing.
15. Researches and analyzes program data; prepares comprehensive technical records and reports; compiles and submits required documents and reports to official government agencies, implement findings and takes corrective action, as necessary; prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
16. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
17. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).

18. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
20. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
21. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
22. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
23. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Understanding of and commitment to public higher education, in particular the unique role the community college system plays in access to a college education.
4. Experience in the management of administrative staff as well as the supervision of volunteers for fundraising purposes.
5. Annual giving operations and a sophisticated understanding of donor retention strategies.
6. Extensive history of writing successful fundraising appeals to a diverse donor, alumni, and prospect population.
7. Successful track record building and growing a successful Annual Giving Program and developing and executing creative and targeted alumni/parent/friend engagement strategies.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
9. Understanding of donor-centered fundraising and engagement philosophy.
10. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
5. Develop a program budget within state and local constraints.
6. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
7. Evaluate and develop improvements in operations, procedures, policies, or methods.
8. Establish and maintain a variety of filing, record-keeping, and tracking systems.
9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
10. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
11. Communicate effectively through various modalities.
12. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a bachelor's degree, in a related field, or equivalent experience from a regionally or nationally accredited four-year college or university; and
2. Three (3) years of direct annual giving experience, preferably at a college or university; and
3. One (1) year of supervisorial experience.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations

such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain, a valid California driver's license is required by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 5/2023; 8/2023