

### Job Description

<b>Title:</b>	Director, Development and Alumni Relations
<b>Unit:</b>	Management
<b>Range:</b>	14 ( <i>previously 08</i> )
<b>Committee Review:</b>	2/6/2023
<b>Synopsis:</b>	Job description update with DEISAA The role has evolved to include a much more expansive collection of tasks and functions. The number of annual donors to college programs has more than quadrupled (from 378 to 1,519) and has also increased membership in the Mt. SAC Alumni Association from 122 to 2,101—a 1,600% increase.
<b>Rational</b>	
<b>Incumbent</b>	1 incumbent

## DIRECTOR, DEVELOPMENT AND ALUMNI RELATIONS

### DEFINITION

Under general administrative direction, of the Executive Director of the Foundation, plans, organizes, and implements comprehensive alumni outreach and annual giving programs. Initiates and participates fund raising activities. assists in the planning, organizing, managing, and coordinating College development, the College Foundation, and alumni and community programs and activities; Coordinates with the campus community and community partners to develop and implement fundraising activities. Develops and presents briefings to senior management and other constituents. This position involves working some weekends and occasional evenings, as well as local travel. 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 to the Executive Director, the College Foundation in areas of expertise.

### SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Executive Director assigned managerial personnel. and eExercises direct and general supervision of staff as over assigned staff.

### 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. Assists the Executive Director and collaborates in planning, organizing, and executing the work of the Foundation; trains in work procedures and policy; provides policy guidance and interpretation; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.

2. Formulates and executes ~~short-term and long-term~~ strategic plans for alumni outreach and annual giving programs; to include specific and measurable targets regarding definite fundraising goals, prospect management, personal contacts, stewardship activities, and solicitations.
3. ~~Coordinate closely with deans, administrators, and others in the College community to develop strategic partnerships.~~
4. ~~Develops and implements project proposals and initiatives.~~
5. ~~Develops, implements, and maintains the highest standards of campus development procedures and protocols utilizing the various forms, report formats, and databases.~~
6. ~~Develops and provides briefings and presentations that communicate progress toward goals achievement to a variety of audiences, including executive management.~~
7. ~~Collaborates with the office of public affairs, to market the College and its programs through publications, fund-raising events, stewardship, and donor recognition activities to both on-campus and off-campus constituents to improve awareness and expanded support.~~
8. ~~Coordinates and provides administrative management of the Foundation, and performs other duties and responsibilities as necessary.~~
9. **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.**
10. **Develops and submits grant proposals, working closely with the Executive Director and program staff across campus to identify needs and funding opportunities; manages the reporting and supporting documentation requirements for each request.**
11. **Establishes and maintains relationships with campus leaders and partners, community representatives, organizations, and foundations to advance the goals and mission of the College.**
12. **Provides leadership in the planning and execution of all Foundation events, including coordination with campus leadership and partners, external constituents, and community members.**
13. **Manages the Alumni Advisory Committee, a sub-committee of the Mt. SAC Foundation Board of Directors, planning and implementing alumni engagement strategies.**
14. **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.**
15. **Collaborates with division deans and program administrators to help develop strategic partnerships that advance campus initiatives.**
16. **Provides assistance to the Mt. SAC Foundation Board of Directors, meetings, community representation, and advancing personal relationships, including individual giving.**
17. **Recommends and implements goals, objectives, policies, and procedures following state and federal IRS regulations guiding 501(C)(3) practices.**

18. 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.
19. Along with the Executive Director, participates in monthly meetings with the College President to discuss Foundation priorities, provide updates on fundraising and outreach efforts, and progress toward goals.
20. 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.
21. 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.
22. 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.
23. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
24. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
25. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
26. Implements, enforces, supports, and abides by federal, state, local policies, Board and Administrative policies and procedures.
27. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
28. Prepares and delivers DEISAA minded presentations related to assigned areas as required.
29. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible 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. ~~Strong interpersonal and organizational skills and aptitude for working with people of different ages and temperaments.~~
6. ~~High energy level, self-motivated and self-directed to design and complete complex projects.~~
7. ~~Extensive experience using the Microsoft Office Suite (Excel, Word, and Powerpoint).~~
8. ~~Demonstration of integrity, positive attitude, diplomacy, tact, courtesy and a sense of humor.~~
9. Practical knowledge of annual giving operations and a sophisticated understanding of donor retention strategies.
10. Extensive history of writing successful fundraising appeals to a diverse donor, alumni and prospect population
11. Successful track record building and growing a successful Annual Giving Program **and developing and executing creative and targeted alumni/parent/friend engagement strategies.**
12. Understanding of donor centered fundraising and engagement philosophy
13. ~~Knowledge of Razor's Edge or other advancement database products~~
14. ~~Experience developing alumni engagement strategies~~
15. **Modern office practices, methods, and computer equipment and applications related to the work.**
16. **Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.**
17. **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, various socio-economic, and ethnic groups.**

**Skills & Abilities to:**

1. **Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty and staff.**
2. **Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.**
3. **Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.**

4. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
5. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
6. Develop a program budget within state and local constraints
7. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
8. Evaluate and develop improvements in operations, procedures, policies, or methods.
9. ~~Written and oral communication skills~~
10. ~~Creativity, energy and enthusiasm~~
11. ~~Ability to work weekends or evenings, and to travel locally frequently~~
12. ~~Willingness and ability to regularly represent the Foundation and the College at campus and community events~~
13. ~~Ability to analyze and interpret complex data sets~~
14. ~~Ability to clearly articulate the mission of Mt. San Antonio College~~
15. ~~Ability to analyze annual giving results and prepares reports for Executive Director and volunteer leadership~~
16. ~~Superior ability to think creatively, motivate staff and volunteers and bring fresh ideas and concepts~~
17. ~~Ability to manage multiple projects simultaneously, working both independently and as a team member~~
18. Establish and maintain a variety of filing, record-keeping, and tracking systems.
19. 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.
20. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
21. Communicate effectively through various modalities.
22. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
23. 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.
24. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

~~Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:~~

1. ~~Bachelor's degree, in a related field, or equivalent experience.~~ **Equivalent to graduation from a regionally accredited four-year college or university;** and
2. A minimum of three (3) **full time equivalent** years of direct annual giving experience,

preferably at a college or university.

**Desirable Qualifications:**

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

**Licenses and Certifications:**

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

**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 **District 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 25 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.