

Job Description

Title:	Executive Director, Development
Unit:	Management
Range:	15 (<i>previously 14</i>)
Committee Review:	2/6/2023
Synopsis:	Salary Increase
Rational	The change in salary range is to keep the delineation of the employee to immediate manager salary difference.
Incumbent	1 incumbent

EXECUTIVE DIRECTOR, DEVELOPMENT

DEFINITION

Under administrative direction, plans, organizes, manages, and coordinates District development, the College Foundation, and alumni programs and activities; coordinates assigned activities with other District divisions, departments, outside agencies, and the public; fosters cooperative working relationships among District divisions, departments, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the President/Chief Executive Officer and the College Foundation in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the President/Chief Executive Officer and the College Foundation. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in all programs, services, and activities related to development, the College Foundation, and alumni relations, including short- and long-term planning and development and administration of policies, procedures, and services. This class provides assistance to the President/Chief Executive Officer in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of assigned programs with those of other programs, departments, divisions, and outside agencies and managing and overseeing the complex and varied functions. The incumbent is accountable for accomplishing programmatic planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Provides leadership and direction and assumes full management responsibility for Foundation and alumni programs, services, and activities.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards; establishes, within District policy, appropriate budget, service, and staffing levels.
3. Manages and participates in the development and administration of assigned program budgets; directs the forecast of additional funds needed for staffing, equipment,

materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

4. Selects, trains, motivates, and directs assigned 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 and termination procedures; responds to staff questions and concerns.
5. Contributes to the overall quality of assigned programs' service by developing, reviewing, and implementing policies, procedures, and internal controls to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
6. Plans and implements overall fundraising goals for the Foundation, in support of the District's mission and goals, including policies and activities.
7. Develops and manages programs in the areas of major, planned, and annual giving and corporate and other Foundation grants; coordinates Foundation fundraising activities, including donation and appropriate grants in support of the District.
8. Assists and directs administrators and other employees in the solicitation and acceptance of gifts and other contributions; ensures timely acknowledgement of all contributions.
9. Develops and maintains systems for identification of donors and potential donors; maintains liaison with external prospects and donors on an on-going basis.
10. Maintains financial accounting system for Foundation fiscal activities, including accurate records and contributions.
11. Develops, coordinates, and directs the Alumni Association activities and volunteer work.
12. Coordinates the Mt. San Antonio College Scholarship program and oversees acceptance and acknowledgement of scholarship funds.
13. Ensures that federal, state, and other required reports are filed in a timely manner.
14. Oversees publication of Foundation publications, including brochures, annual reports, fundraising materials, and website.
15. Provides periodic fundraising reports of Foundation activities to the Board of Trustees and President/Chief Executive Officer.
16. Serves as a liaison for the Foundation and Alumni with other agencies; provides responsible staff assistance to the President/Chief Executive Officer; prepares and presents staff reports and other necessary correspondence as requested.
17. Represents assigned programs to other District departments, divisions, and outside agencies; explains and interprets programs, policies, and activities; negotiates and resolves significant and controversial issues.
18. Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
19. Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fundraising and alumni relations as they relate to the area of assignment.
20. Maintains and directs the maintenance of working and official departmental files.
21. Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.

22. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the President/Chief Executive Officer.
23. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
24. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of management and supervision.
2. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of public agency administration.
3. Principles and practices of fundraising and alumni programs, including planned giving and capital campaigns.
4. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
6. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. English usage, grammar, spelling, vocabulary, and punctuation.
9. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Skills & Abilities to:

1. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned programs.
2. Provide administrative and professional leadership and direction for assigned program and the District.
3. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
4. Cultivate relationships for donor solicitations and support.
5. Identify and respond to Foundation and alumni issues, concerns, and needs.
6. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

7. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
8. Select, motivate, and evaluate the work of staff and train staff in work procedures.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of fundraising and alumni programs and administrative activities.
11. Conduct effective negotiations and effectively represent the District and assigned programs in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
12. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
13. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
14. Establish and maintain a variety of filing, record keeping, and tracking systems.
15. 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.
16. Operate modern office equipment including computer equipment and specialized software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
19. 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 that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in journalism, education, public administration, or a related field and five (5) years of increasingly responsible experience related to key functions of fundraising and resource development, including experience working with volunteers, strategic planning, and grant writing. Master's degree in related field preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License 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 District 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.