

New Resource Allocation – Phase 14  
Foundation  
August 4, 2022 – First Review

Foundation Request	Justification of Need	Funds
<p>This is a request for the District to convert the Development Specialist/Bookkeeper hourly position in the Foundation Office to a full-time benefits eligible district position (Program Account Specialist). The total requested is \$76,091. The Foundation will reimburse the district for the equivalent of a nineteen (19) hour permanent part-time position.</p>	<p>In any Advancement organization, having full staff with benefits leads to stability, more efficient operations, and, ultimately, more successful fundraising. While the Mt. SAC Foundation has made considerable progress in this area over the last decade, the biggest challenge we continue to face as a unit relates to staffing.</p> <p>The Foundation's Development Specialist/Bookkeeper is currently a full-time hourly employee, funded entirely by the Foundation. This position was initially paid for through the on-campus internship program, made possible by a donation from Trustee Gary Chow in 2016. Starting as an opportunity for a student intern, the position quickly evolved into a critical part of the Foundation team. The duties and responsibilities assigned to this position have grown significantly and are crucial to ongoing Foundation operations. As of 2017, it has been an hourly position (40 hours/week) with no benefits. Because it is an hourly position with no benefits, there is little to no stability in this position. While this arrangement met the needs of the employee initially, the ongoing instability is challenging for both the employee and the Foundation. Having a team of fulltime employees with benefits is the path to stability for the Foundation operation. This request aligns with Cabinet priorities 1, 3, and 5.</p>	<p><b>76,091</b> ongoing</p>
<p>This is a request for resources to create online orientation and training materials for the Foundation Board of Directors. The Board Orientation Packet will be a digital PDF and will include a Ready-for-Print version</p>	<p>The Mt. SAC Foundation Board of Directors, as a group of leadership volunteers promote the mission of the college. These efforts would be supported with onboarding and training through technology that seamlessly mirrors the Mt. SAC Foundation website. This would include a suite of online materials. This request aligns with Cabinet priority #2.</p>	<p><b>6,000</b> one time</p>
<p>This is a request for resources to assist in the development of a Five-Year strategic plan.</p>	<p>Over the last decade, the Mt. SAC Foundation has strengthened its infrastructure, growing its team from three people to five, established standard policies and procedures, completed the Heritage Hall campaign, serving as the lead donor and providing leadership to pass the largest bond in the college's history, established a strong alumni presence and raises more than \$1M annually. This strategic plan will focus our priorities for the next five years built on the strength of an expanded annual fund operation, continued focus on major gifts and the sustainability that endowment growth provides as seen over the last decade. Once complete we will have a Five Year strategic plan and all its components, including strategic presentation materials consisting of a slide deck and digital and print ready PDF. The 5 Year Strategic Plan will include program components such as: Annual Giving, Planned Giving, Donor Retention, Investments Donation, Scholarship Expansion, Stewardship, and the Alumni Association Board. It will also include: Best Practices for Implementing the Strategic Plan and a Gantt Chart for the length of the plan. This request aligns with Cabinet priorities 6 and 4.</p>	<p><b>14,500</b> one time</p>