

EXECUTIVE DIRECTOR, FOUNDATION

GENERAL DESCRIPTION OF CLASS:

Under general direction of the Superintendent/President, the incumbent is responsible for the administration and management of the Butte College Foundation, including strategic direction and vision, overall leadership, program and policy development, personnel management, and budget management. The incumbent is responsible for the development and implementation of a comprehensive fund development program designed to meet fundraising goals and revenue growth of the Butte-Glenn Community College District. The incumbent facilitates the identification, cultivation, and solicitation of private financial support from individuals, corporations, alumni, and foundations to accomplish the District and Foundation's goals and meet its mission, and acts as an administrative liaison to facilitate the Foundation's long-range planning.

DISTINGUISHING CHARACTERISTICS

The Executive Director demonstrates leadership in developing and carrying out programs and goals for fund raising, community and donor cultivation, community relations, alumni activities, campaign development, and special event planning to enhance the financial welfare and reputation of the District and Foundation and to support student success.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Leads the overall development, planning, and execution of the Foundation's mission, policies, procedures, strategic plan, and activities, as set by the Foundation Board of Directors. *
2. Communicates with the Foundation Board of Directors; provides Foundation information and data to assist the Board in making informed decisions. *
3. Develops and implements a comprehensive ongoing fund development program for the District, including but not limited to the cultivation and stewardship of alumni, the community, private foundations, and corporate donors, designed to support the mission and goals of the District.*
4. With the Foundation Board of Directors develops and implements a variety of fundraising strategies, methods, and systems, which include major gifts, annual campaigns, planned giving, estate planning and gifts, annuities and trust funds corporate sponsorships, foundation solicitations, online fundraising, and annual fundraising events (e.g. Spring Gala). *
5. Supports the Superintendent/President in their advancement activities, managing engagement of prospects for major District priorities, providing research, and conferring

- on strategies. Identifies planned giving and major donor prospects, ensuring appropriate cultivation takes place; provides proposal and other support material to the Superintendent/President and Foundation Board for major gift solicitation; provides leadership for all campaigns that may be undertaken by the Foundation.*
6. Personally solicits funds via face-to-face solicitations, writes grant proposals to seek annual and other gifts while coordinating closely with College representatives, implements special events, and organizes and implements annual campaigns and any other appropriate fund raising programs as prioritized.*
 7. Works closely with faculty, staff, and management to integrate the Foundation, its fundraising activities, and endowment use into academic and student services program planning; and engages in collaborative creative fund development for prioritized fundraising needs. *
 8. Oversees preparation of Foundation Board of Directors and committee agendas, minutes, policies, and reports in consultation with the Superintendent/President, Foundation Board President, and Executive Committee. Assists the Foundation Board in developing and implementing policies and procedures *
 9. Interprets and communicates the goals and needs of the District to the Foundation Board of Directors, business community, media, public and prospective donors; provides on a regular basis a report of activities and accomplishments to the Board of Trustee and the Foundation Board.*
 10. Represents the District and Foundation at a variety of meetings, in various civic and business-related organizations, and constituencies; facilitates partnerships with external stakeholders and the District for the purpose of building support for the District. *
 11. Develops annual measurable objectives in the areas of annual giving, special events, capital projects, campaign donations, planned giving, and grant awards to support reaching the strategic plan goals. Evaluates the success of programs on an annual basis. *
 12. Develops a Butte College alumni program; establishes and develops strategic relationships with alumni through a variety of means including but not limited to correspondence, newsletters, brochures, and Foundation outreach to build and enhance campus and community support. *
 13. Cultivates contacts in the community and alumni through activities and fundraising events by making presentations at services clubs, community organizations, and related groups; serves as a committee member for related professional organizations; writes articles and gives interviews in related publications, conferences, and fundraising events. *
 14. Supervises and oversees the administration of the Foundation Scholarship program including outreach, scholarship allocation, recipient selection, and maintaining interaction and relationships with donors. *
 15. Oversees the development of the annual Foundation budget; manages all Foundation fiscal accounts and budgets; anticipates operating within the approved budget(s) to

ensure maximum resource utilization of the assigned accounts and funding to maintain a positive fiscal position within the organization. *

16. Provides executive support to the Foundation Board to ensure the recruitment and retention efforts of Board members; orients new Foundation board members and promotes their involvement in the work of the Foundation; provides leadership and support of Foundation board member development; ensures that the talents of the Board members are fully applied to meet organizational objectives. *
17. Identifies entrepreneurial opportunities for the Foundation, analyzes the profit potential and makes recommendations to the Foundation Board regarding said opportunities. *
18. Leads, coordinates, and manages the District's Bond campaigns. *
19. Plans and coordinates events aimed at donor prospects including alumni, retired staff, and special target groups; collaborates with internal partners in the execution of special fundraising events and/or campaigns. *
20. Prepares written materials to donors and donor prospects, including gift illustrations, recognition/acknowledgement material, appeal letters and any other communication to support major gifts and other Foundation activities. Develops a donor appreciation program. *
21. Participates in the District's recruitment, screening, interview, and hiring processes to hire and retain successful qualified staff; supervises, trains, evaluates, coaches, mentors, and makes employment decisions including but not limited to employee discipline up to and including termination according to the collective bargaining agreement (CBA) and in partnership with Human Resources (HR). *
22. Provides administrative and managerial direction of the Foundation's day-to-day operations and fundraising goals. *
23. Maintains the Foundation's database, including donor and prospect information. Compiles and maintains statistical and other data to prepare report. Utilizes appropriate reports to enhance and improve information and decision-making for program management. *
24. Supervises Foundation-based publications, including fundraising brochures, annual reports, and website; works cooperatively with the College to enhance the College's reputation and to build and sustain relationships through precise, strategic, and purposeful communications; maintains enhanced brand identity by communicating the College's unique features and benefits to constituent groups. Works closely with the Marketing Department and the Public Information Officer to generate content and other collateral (social media) to service College and Foundation Public Relations goals. *
25. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
26. May serve on a variety of District committees as requested.
27. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Bachelor's degree* in resource development, marketing, business, public relations, public administration, communications, or related discipline; **AND**
- Five (5) years of experience in fundraising, coordinating, supporting, and administering Foundation operations; **AND**
- One (1) year of supervisory experience.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Master's degree in resource development, marketing, business, public relations, public administration, communications, or related discipline
- Five (5) years of experience in a management-level position including fundraising development and supervising a team of subordinate staff.
- Experience in higher education or non-profit foundation(s).
- Certified Fund-Raising Executive (CFRE) certificate.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District organization, operations, policies, and procedures related to the area of assignment.
- Methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fundraising and resource development program in higher education.
- Laws and ordinances pertaining to the specific responsibilities of the position, including the Brown Act.
- Federal, state, and local laws and reporting standards applicable to fundraising activities and foundation operations.
- Superintendent/President's administrative operating principles and values.
- Supervisory and management concepts, theories, and principles.
- Effective interpersonal communication skills.
- Current charitable estate planning techniques and applicable tax laws.
- Principles and practices of effective management and supervision techniques and styles.
- Analysis and evaluation of programs and services.
- Analysis and various complex methods for the presentation of data and ideas.
- Methods for gathering and presenting general, statistical, and technical data;
- Collective bargaining and participatory governance processes.
- Tools, techniques, and tactics to build collaborative cross-functional teams.

- Management practices and techniques, including assessment and continuous improvement to effectively improve Foundation operations and fundraising efforts.
- The mission, goals, and objectives of public higher education and the community it serves.
- Strategic planning concepts, theory, and practice, including organizational models and best practices.
- Human relation skills to prepare and make public presentations, facilitate group processes, and resolve problems, grievances, and concerns of internal and external stakeholders, students, and the public.
- Effective, professional, clear, and concise communication, both verbal and written.
- Research and coordination of data and information to generate and prepare a variety of standard and ad-hoc reports.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Budget preparation and maintenance.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) with advanced skill level.
- Specialized business software for fund-raising and data base management.
- Event planning methods and principles.

Ability to:

- Independently perform the essential responsibilities of the position.
- Strengthen and implement the goals of a major comprehensive community college foundation program, including overseeing major fundraising campaigns and outreach to the business and philanthropic communities.
- Develop and implement goals, objectives, policies, procedures, work standards for the department and assigned program areas.
- Ensure compliance with all laws, regulations, and policies through effective departmental supervision.
- Adhere to District policies and procedures.
- Determine Foundation needs and engage the Foundation Board in the development of strategic plans and campaigns to meet department needs.
- Utilize a wide range of office information technology, including computers, required hardware and peripherals, computer software programs, applications, and databases.
- Demonstrate an excellent command of English composition, grammar, spelling, and editing.
- Learn and apply emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner
- Compose comprehensive, clear, and concise reports, publicity materials, and correspondence.
- Design attractive informative, and effective publications.
- Communicate professionally in confrontational situations.
- Conduct research as needed to plan, implement, direct, and control multi-faceted projects.
- Compile, organize, and use various financial information necessary in the preparation, development, and analysis of assigned budgets.
- Analyze administrative problems and compose comprehensive, clear, and concise recommendations and reports.
- Establish cooperative relationships with the media, District alumni, and community partners to ensure effective fundraising campaigns.

- Maintain confidentiality and discretion.
- Lead and empower teams and stakeholders, including faculty, students, administrators, support staff, and the community, to meet project deadlines, work collaboratively, and accomplish goals and objectives for the benefit of the District, college, and community.
- Select, train, motivate, and evaluate the work of staff and volunteers, train staff and volunteers in work methods and procedures.
- Analyze, interpret, and summarize complex data and provide recommendations for actions based on data.
- Initiate and support responsive and future-focused innovation.
- Utilize sound analytical judgment and an operational focus to make effective decisions.
- Communicate effectively, orally and in writing, and express complex information to a variety of audiences; prepare and make effective presentations to foundation and corporate boards, administrators and business community groups.
- Develop effective partnerships between the college's foundation and community and industry leaders.
- Establish and maintain effective and cooperative working relationships with those contacted during the course of work.
- Manage major events.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, alumni, community foundation and fundraising experts, local, state, and federal agencies, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides supervision and work direction to classified staff. May provide work direction to student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the Superintendent/President. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Executive Director follows policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, with frequent interruptions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.