

## OPERATIONS MANAGER, FOUNDATION

### GENERAL DESCRIPTION OF CLASS

Under the administrative direction of the Executive Director of the Foundation, assists in the implementation of strategies, programs and initiatives intended to develop monetary support to the Butte College Foundation. Manages the advancement operations for the Districts fundraising efforts. Ensures the efficient operation of donor management systems, oversees gift processing and provides essential data, analytics and materials to aid in fundraising campaigns. Integrates new technologies and maintains data integrity. This position enhances the efficiency and effectiveness of the advancement team, ensuring fundraising activities are well-coordinated, compliant with regulations and aligned with the college's strategic goals

**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. Provides the necessary materials and data analytics to support multi-year, major gift fundraising efforts to meet the goals of the Foundation fundraising plan.\*
2. Manages and maintains the donor database, ensuring data accuracy and integrity. Develops and implements database management policies and procedures. \*
3. Researches and develops alum management software to enhance engagement and fundraising efforts. Evaluates and recommends technology solutions to improve fundraising operations. \*
4. Integrates new tools and systems that enhance the efficiency and effectiveness of fundraising efforts. \*
5. Manages database administration and security processes, ensuring appropriate access levels for employees and timely restriction for former staff. Collaborates with the Information Technology Department accordingly. \*
6. Manages the data clean-up schedule, utilizes data maintenance tools, and oversees routine review and improvements to projects. Ensures data integrity and accuracy by regularly auditing and updating records. \*
7. Designs and implements a continued education and training program for Foundation staff to ensure effective use of the database. \*
8. Develops and executes segmented annual giving appeals, including planned giving, annual, and major gifts. Utilizes data analytics to tailor appeals to diverse donor segments. \*
9. Works to identify key public and private prospects, strategizes and plans initiatives to network, cultivate, and solicit prospective donors to raise funds for activities identified in the annual fundraising plan. Responds in a timely manner to donor prospect requests and documents results. May write grants as directed. \*
10. Implements outreach strategies to promote the District and specific programs in need of funding.\*
11. Prepares detailed reports and analytics on fundraising activities, donor engagement, and

- campaign performance. Uses data to drive decision-making and improve fundraising strategies. \*
12. Secures annual and other gift revenue through a combination of cash, pledge commitments, endowments, and planned gifts. \*
  13. Meets weekly with the Executive Director to discuss fundraising activities and prospects. Operates and communicates as a vital team member. \*
  14. Assists with arranging donor meetings and events, preparing presentations, developing and producing publications and meeting arrangements as needed. \*
  15. Prepares solicitation meeting materials and proposals for prospects. Tracks all proposals in the database. \*
  16. Handles sensitive and confidential information with discretion and professionalism. \*
  17. Conducts prospect research to identify potential donors, including individuals, corporations, and foundations. Analyzes donor data to inform fundraising strategies.\*
  18. Prioritizes solicitations in alignment with the Butte College Foundation's annual fundraising plan priorities, including but not limited to scholarship or program endowments, college programs and services and capital campaigns.\*
  19. Coordinates efforts to ensure suitable recognition of donors and the execution of their intent. Provides fiscal management of gifts and donations and ensures IRS guidelines are met.\*
  20. Stays informed on current college initiatives, educational programs, and activities; attends annual and other fundraising conferences as directed; prepares for and attends the Foundation Board and Committee meetings as required. \*
  21. Creates event invitation lists and tracks event-related information. Responsible for fulfilling data requests for mailings, invitations, and other activities promptly.\*
  22. Responsible for processing all event gifts and setting up specific fundraising pages for Foundation and various departmental events. Provides training for staff and volunteers on payment processing systems relevant to these events.\*
  23. Proficient in Microsoft Office Suite, particularly Excel, for data analysis and reporting purposes.\*
  24. Conducts business operations; is self-motivated and detail-oriented, with a commitment to accuracy and quality.\*
  25. Performs duties ensuring fundraising principles and prospect research techniques are followed. Follows ethical standards and compliance requirements in fundraising activities.\*
  26. Implements a robust stewardship program to acknowledge and thank donors, keep them informed about the impact of their gifts, and maintain ongoing engagement. \*
  27. Interacts with diverse populations and constituencies in a wide range of situations requiring judgment and diplomacy. \*
  28. Provides backup for other Foundation staff and participates in Foundation events.\*
  29. Compiles and calculates costs and sends invoices to event or program participants; coordinates invoices and collection activities with Business Services; participates in the record retention process and ensures records are retained in compliance with District and Foundation policies and procedures; provides documentation in response to California Public Records Act requests as needed. \*
  30. May serve on a variety of District committees as requested.
  31. Performs other duties that support the overall objective of the position.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE:**

- A Bachelor's Degree\* in business administration, public administration, database management, marketing, communications or a closely related field or the equivalent\*  
**AND**
- Three (3) years of work experience directly related to the responsibilities of this class.
- 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's license when travel is required in the course of work.
- Travel is required, which may include evenings and weekends.

**DESIRED QUALIFICATIONS:**

- A Master's Degree in any of the above fields.
- Fundraising experience.
- Blackbaud Raiser's Edge experience.

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

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Methods, strategies, and practices of effective private and public fundraising, donor development principles, and fund development techniques.
- Effective sales and/or marketing techniques, community relations, and outreach.
- Federal, state, and local laws; codes and regulations related to foundations and gift receipts.
- Grant writing
- Computer software applications, programs, and databases related to the scope of the assignment.
- Mobile devices and applications utilized by the District and/or college.
- Principles and practices of sound business communication.
- Basic research methods and data analysis techniques.
- Capabilities of donor management computer applications.
- General accounting systems, practices and procedures.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.

- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Implement and maintain donor development programs including database management.
- Help develop fundraising materials and website/social media messaging.
- Be an effective and persuasive public speaker.
- Effectively communicate with high-level donors and potential donors.
- Secure donations (cash, in-kind, and planned gifts) for educational institutions.
- Compose concise and comprehensive reports.
- Study agreements, presentations and other written materials.
- Plan and coordinate the most effective use of resources to achieve goals.
- Independently apply good judgment in making sound and educated decisions.
- Work independently.
- Work with diverse populations.
- Make required mathematical calculations accurately.
- Maintain records accurately and with confidentiality.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Understand and follow verbal and written directions.
- Exercise problem-solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Establish and maintain cooperative relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbents in this class may provide supervision, work direction, and/or guidance to classified staff, student workers, student assistants, and/or short-term, temporary employees. The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. 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. Incumbents in this class follow 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, 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.



Class Code: L340.100

Salary Range - MSC 14 - Exempt

Butte Glenn 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.

**BGCCD 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.