

EXECUTIVE DIRECTOR OF THE COLLEGE FOUNDATION

DEFINITION

Under the direction of the Superintendent/President, directs and oversees the functions of the College Foundation to achieve the objectives of the College.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the District Superintendent/President.

Supervision is exercised over the Foundation office staff, student interns and volunteers as well as others assigned by the President/Superintendent.

EXAMPLES OF DUTIES

Manages a comprehensive fundraising program which includes capital campaigns, alumni, college employees and individuals and groups in the community.

Identifies, cultivates, and solicits donors from among community members, businesses, foundations, alumni, college staff and students.

Directs the formulation and implementation, mission, goals, objectives, actions, timelines and responsibilities.

Provides leadership and support to the volunteer Foundation Board.

Interprets and communicates the goals and needs of the college to the Foundation members, business community, media, public and prospective donors.

Prepares written materials to donors and donor prospects, gift recognition/acknowledgment material, appeal letters, and any other communication to support foundation activities.

Coordinates the training of the Foundation Board, volunteers and College personnel, as needed.

Manages the Foundation staff and volunteers, Foundation Committees and other internal functions of the Foundation.

Prepares and monitor the annual Foundation plan and budget and direct the preparation of reports for the College and the Foundation as needed.

Represents the College and Foundation at local, regional and state-wide meetings.

Supports the strategic goals and mission of the college. Advances a positive image and enhanced reputation of the college to the community.

Provides administrative and executive support to the College Foundation in all related activities and work in concert with the President of the Foundation to carry out the objectives and activities of the Foundation.

EXAMPLES OF DUTIES (continued)

Works with assigned personnel to develop investment policy; determine asset allocation; researches investments; supervises investments; track and distribute Endowment Funds in concert with the Glendale College Foundation, Board of Directors.

In consultation with the nominating committee, identifies and recruits GCC Foundation board members and provide for their orientation and growing involvement in the work of the Foundation.

Obtains knowledge of Glendale Community College's funding needs, develops functional fund raising plans, and executes the plans to obtain desired results.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Experience in application of modern principles and techniques of fund raising for non-profit institutions.

Experience in the management of investment policies including but not limited to general investment principles, asset allocation, spending policies, cash management and investment instruments such as cash equivalents, fixed income securities, equity securities and mutual funds.

Ability to:

Analyze, plan and oversee fundraising programs.

Communicate clearly and effectively orally and in writing.

Develop and implement tested methods of attracting donors.

Manage and guide Foundation staff including hiring, training, supervising, and evaluating performance.

Plan, organize, and control activities.

Lead and direct subordinates and volunteers.

Manage major events, fund raising campaigns, public relations programs, budgets, personnel problems, investments etc.

Manage the analysis and monitoring of endowment investments.

Establish and maintain effective relations with community, donors, faculty, administrators, staff and the public.

Work well in situations and able to effectively balance and monitor progress.

Develop and understand and interpret financial reports including budgets.

Ability to work as a member of a team.

QUALIFICATIONS (continued)

Demonstrate sensitivity to and understanding of individuals from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

A Bachelor's degree from an accredited college or university with coursework related to marketing, public relations or other specialized community relations subjects.

Two years experience in comprehensive fundraising and experience working with volunteers.

Experience:

Two years experience in comprehensive fundraising and experience working with volunteers.

Desirable Requirements:

Experience working on a Board or Foundation.

CFRE certificate.