

EXECUTIVE DIRECTOR, FOUNDATION

JOB SUMMARY

Under the general direction of the area administrator, provide strategic leadership and oversight for all Foundation operations, fundraising, major gifts, annual giving, scholarships, corporate and foundation relations, planned giving, alumni engagement, and Foundation-sponsored events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Lead the development and execution of a comprehensive Foundation and fundraising strategy aligned with the District's strategic plan, student success goals, and regional workforce priorities; ensure that the Foundation's strategic plan and goals align with the District's.
2. Serve as chief administrative officer of the Foundation and primary liaison to the Foundation Board of Directors, support governance, policy development, financial oversight, and board engagement in fundraising and community advocacy.
3. Direct all philanthropic initiatives, including major gifts, campaigns, annual giving, endowments, and planned giving, ensuring sustainable revenue growth.
4. Provide strategic oversight of Foundation events that support fundraising, donor stewardship, and community engagement; plan, coordinate and implement Foundation and/or development events on and off campus.
5. Identify, cultivate, solicit, and steward individual, corporate, and foundation donors to sustain long-term philanthropic support for scholarships, programs, and institutional initiatives; lead strategies that communicate the impact of donor contributions, scholarships, grants, and partnerships, strengthening the Foundation's visibility and public support.
6. Collaborate with District leadership and external partners to strengthen workforce and economic development initiatives; support engagement with governmental agencies and workforce boards, in coordination with the Superintendent/President and department of Government Relations, to advance funding opportunities and regional partnerships.
7. Oversee donor and specific scholarship data systems; analyze performance metrics and prepare reports for the Foundation Board and District leadership; ensure Foundation operations comply with California Education Code, Title 5, IRS 501(c)(3) regulations, and best practices for auxiliary organizations and grant oversight.
8. Working with the Financial Aid office and scholarship committees, assist in the management and distribution of college scholarship funds to students to ensure alignment with donor intent, institutional priorities, and regulatory requirements; oversee scholarship fund development, stewardship, compliance monitoring, and required impact reporting; operational administration, recipient selection, and disbursement are managed through established District and Financial Aid procedures.

9. Plan, develop, implement, and oversee Foundation financial operations, including budgets, investments, and grant and scholarship funds, in collaboration with the Foundation Treasurer and College Fiscal Services to ensure transparency and accountability.
10. Strengthen alumni and community engagement strategies that support fundraising and regional partnerships; develop and implement alumni relations activities and related programs.
11. Select, train, supervise, and evaluate the performance of assigned personnel within areas of responsibility; establish goals and priorities for staff; and recommend personnel actions, as appropriate, in accordance with District policies and procedures.
12. Partner with District leadership to identify and support grant and public funding opportunities aligned with scholarships, workforce programs, and institutional priorities. Manage the process for faculty and staff to apply for grants from the Foundation.
13. Oversee all correspondence, record keeping, bookkeeping and auditing of funds collected and disbursed; prepare reports for Foundation Board of Directors; plan and organize meetings of the Foundation Board of Directors and committees, including preparation of minutes and agendas; maintain and recommend policies and procedures for appropriate foundation operations such as investment, gift acceptance, donor recognition, committee job descriptions, etc.
14. Represent the District and Foundation in regional and statewide forums to advance institutional priorities and strengthen community support; develop and sustain partnerships with internal and external stakeholders, organizations, and community groups that align with District and workforce priorities.
15. Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fund-raising and resource development program in higher education
2. Principles and processes for business and organizational modeling
3. Leadership techniques
4. Donor tracking and recognition programs
5. Strategic planning, resources allocation, staffing, and supervision
6. Analysis and various complex methods for the presentation of data and ideas
7. Standard business software such as word processing, spreadsheets, presentation and specialized business software for fundraising
8. Financial record keeping practices and procedures
9. Methods for gathering and presenting general, statistical, and technical data
10. Budget development and expenditure tracking
11. Complex business report writing

Skills in:

1. Organization and communication
2. Interpersonal and conflict resolution

Ability to:

1. Strengthen and implement the goals of a major comprehensive community college foundation program,

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including overseeing major fundraising campaigns and outreach to the business and philanthropic communities

2. Provide leadership and prioritize projects
3. Communicate effectively, both orally and in writing
4. Prepare and make effective presentations to foundation and corporate boards, administrators and business community groups
5. Develop effective partnerships between the Foundation and community and industry leaders
6. Read, interpret, apply and explain laws, rules, guidelines and regulations
7. Manage financial resources and monitor program budgets
8. Develop and maintain accurate records and reports
9. Analyze situations and adopt an effective course of action
10. Train and provide work direction to others
11. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Bachelor's degree from a regionally accredited college or university; AND
2. Three (3) years of increasingly responsible donor relations experience involving public contact and charitable fund raising or equivalent training and experience, preferably in an educational setting; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

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