



Position Description

Position: Executive Director of Development and External Relations (Classified Management Position without Retreat Rights)	Position Number: 108001
Department/Site: Foundation/External Relations	FLSA: Exempt
Evaluated by: Superintendent/President	Salary Range: M-73

General Description

Under the direction and supervision of the Superintendent/President, the Executive Director of Development and External Relations will provide administrative and executive support to the Citrus Community College District Foundation, the Alumni Association, and the External Relations, Communications, and Reprographics departments.

Essential Duties and Responsibilities

- Provides executive leadership and administrative support to the Citrus Community College District Foundation, and works in concert with the Superintendent/President and the Foundation President to carry out the objectives and activities of the Foundation.
- Provides executive leadership and administrative support to the Alumni Association, and the External Relations, Communications, and Reprographics departments.
- Manages a comprehensive fundraising program, which includes annual giving, major gifts, planned giving and a capital campaign.
- Fosters relationships with alumni, college employees, and individuals and groups in the community.
- Interprets and communicates the goals and needs of the college to Foundation members, the business community, and public and prospective donors.
- Represents the Superintendent/President at community functions and events.
- Assists the Board of Directors of the Foundation in the development and implementation of policies and procedures, which provide for efficient operation of the Foundation.
- Prepares annual budgets and budget reports.
- Coordinates the implementation of a Long-Range Master Plan for the Foundation, which is in concert with the planning efforts of the college.
- Supervises and evaluates support and clerical staff in the Foundation office, External Relations, Communications, and Reprographics departments.
- Supports the strategic goals and mission of the college. Advances a positive image and enhances the reputation of the college to the community.
- Other duties, as assigned that support the overall objective of the position and the mission of the college.



Position Description

Minimum Qualifications

- Minimum of a Bachelor's degree, in a related discipline, is required.
- Two years experience in application of modern principles and techniques of non-profit institution fundraising.
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.

Preferred Qualifications

- Master's degree, in a related discipline, is preferred.
- Two years experience in the Foundation field
- Three years management experience