



POSITION DESCRIPTION

Director of Foundation

Position Director of Foundation
Department/Site Foundation
FLSA Exempt
Evaluated by Superintendent/President
Salary Range M-33

General Description

Under the direction and supervision of the Superintendent/President, the Director of Foundation provides leadership and administrative support to the Citrus College Foundation and the Alumni Association to further develop and foster a culture of philanthropy among internal and external constituents on behalf of the Citrus Community College District.

This is a 12-month classified management assignment.

Essential Duties and Responsibilities

- Provides leadership and administrative support to the Citrus College Foundation, including the Alumni Association, and works in concert with the Superintendent/President and the Foundation President to carry out the objectives and activities of the Foundation.
- Develops, directs and performs activities resulting in the development of resources including major funds acquisition, annual and direct mail campaigns, major gift drives, special fund activities, planned and deferred giving programs and major gift and capital campaigns.
- Manages a comprehensive fundraising program, which includes annual giving, major gifts, planned giving, and a capital campaign.
- Designs and implements special events created for fundraising, cultivation and/or donor recognition purposes.
- Develops and fosters relationships with alumni, college employees, and individuals and groups in the community to encourage progressively higher giving levels in support of the Citrus Community College District.
- Represents Citrus Community College District and the Citrus College Foundation in the local community, and in respective regional and statewide organizations.
- Assesses, interprets and communicates the goals and needs of the Citrus Community College District to Foundation members, the business community, and public and prospective donors.
- Develops and oversees the implementation of both short- and long-range plans for the Citrus College Foundation and also works to carry out the goals and objectives of the Citrus Community College District's Strategic Plan.
- Assists the Foundation Board of Directors in the development and implementation of policies and procedures; ensures adherence to Citrus Community College District policies, procedures and union contracts; and applicable state and federal regulations.
- Prepares annual budgets and budget reports, and sets and monitors annual fundraising goals for the Citrus College Foundation.
- Supervises and evaluates support and clerical staff.
- 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.



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Minimum Qualifications

- Minimum of a bachelor's degree in a related discipline.
- Five years of experience in the application of modern principles and techniques of non-profit institutional fundraising demonstrating a record of cultivating, soliciting and stewarding major gifts.
- Knowledge of state and federal laws and regulations related to a 501 (c)(3) non-profit organization.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.