



Position: Director of Philanthropy	Position Number:
Department/Site: Office of Advancement and Development	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Vice President of Advancement and Development or assigned administrator	Salary Range: V

DEFINITION

Under the general direction of the Vice President of Advancement and Development, the Director of Philanthropy provides direction, execution and fundraising expertise for the resource development related activities of the college. A key emphasis of this position is focused on foundation, corporate and individual giving. As a key leadership position of the Advancement and Foundation Office, the director of philanthropy is responsible for meeting annual fundraising goals and working on the success of all aspects of the Advancement and Foundation Office.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Advancement and Development. Exercises general direction and supervision over administrative support staff.

CLASS CHARACTERISTICS

This class provides assistance to the Vice President of Advancement and Development in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive background as well as skill in coordinating program work with that of other District divisions and external agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making. This classification is distinguished from the Vice President of Advancement and Development in that the latter has overall oversight and responsibility for achieving strategic objectives related to District-wide institutional advancement and development programs, services, and operations.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Works with senior leadership to develop strategies and implement tactics that will successfully increase philanthropic support from key constituencies.
- Works with the Vice President of Advancement and Development to create annual Funding Plans and Goals. Serves as a senior member of the Advancement Team in promoting and supporting Hartnell College.
- Identifies, cultivates, solicits and stewards corporations, corporate foundations, and private foundations, as well as individual donors.
- Initiates opportunities for faculty, administrators, and deans to interact with corporate, individual and foundation prospects.
- Develops and implements annual appeals, fundraising campaigns and special events.
- Oversees the execution of an alumni program.
- Furthers planned giving and endowment building initiatives.
- In consultation with the Director of Grants Development and Innovation, develops, writes and submits grant proposals and reports.
- Provides guidance on donor stewardship, including acknowledgement and donor relation management plans.
- Manages staff support for funding committees.
- Represents the District on various intergovernmental committees, task forces, committees, and commissions pertaining to district management and assigned program matters; may act as a District liaison with the media.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Advancement and Development.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advancement and development philosophies and practices, especially as they apply to private fundraising programs, industry and private foundations.
- Best practices in the development of major gifts, corporate relations, alumni programming and individual giving.
- Philosophies and practices for developing planned giving programs and growing endowments.
- Methods and techniques for researching prospective donors.
- Best practices in recruiting, motivating, and encouraging volunteers in support of resource development in the community college setting.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Functions, authority, responsibilities, and limitations of an elected Board of Trustees.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment related to the work.
- Techniques for effectively representing the District in contacts with outside agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Develop excellent relations with donors, industry, community boards, volunteers and the campus community to further donor solicitations and support.
- Secure annual and major gifts, organize special events, and develop fundraising campaigns.
- Identify and respond to Foundation and alumni issues, concerns, and needs.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Effectively manage priorities in large, complex, and diverse operational units.
- Develop and monitor budgets and effectively utilize resources.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.

- Provide leadership and work collaboratively and productively with all stake-holders including faculty, students, administrators, support staff, unions and the community.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Effectively represent the District and the division in meetings with external agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

Education and Experience:

- A bachelor’s degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Ten (10) years of increasingly responsible experience in developing high performing fundraising operations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent also will travel frequently within the District to meet business, educational partner, and other community and governmental leaders. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing division policies and procedures.