



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 administrative direction and supervision of the Superintendent/President, the Director of Foundation provides leadership, oversight, 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 position reports functionally to the Foundation Board of Directors and administratively to the District Superintendent/President.

This is a 12-month classified management assignment.

Essential Duties and Responsibilities

- Provides strategic leadership and support to the Citrus College Foundation and Alumni Association by working collaboratively with the Superintendent/President, Foundation President, and Board of Directors (Board) to advance the Foundation's objectives, with responsibility for ensuring the preparation and completion of all Board and subcommittee meeting agendas and minutes.
- 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.
- Responsible for ensuring all restricted donations are utilized/awarded timely, in accordance with donor restrictions.
- 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.
- Responsible for all fiscal, audit and regulatory operations of the Citrus College Foundation, including providing regular reports to the Citrus College Foundation Board of Directors.



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- Manages, analyzes, and prepares annual budgets and budget reports, and establishes and monitors annual fundraising goals for the Citrus College Foundation.
- Supervises and evaluates assigned support 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.

Minimum Qualifications

- Possession of a bachelor's degree.
- Five years of experience implementing principles and practices of non-profit institutional fundraising demonstrating a record of cultivating, soliciting and stewarding major gifts.
- Three (3) years of experience supervising employees.
- Demonstrates knowledge of state and federal laws and regulations related to a 501(c)(3) non-profit organization.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.