

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Institutional Advancement Officer

Department: Institutional Advancement

College: District – Workforce Institute

Date: Feb 12, 2014

POSITION PURPOSE

The Institutional Advancement Officer (IAO) is responsible for all activities related to identification, cultivation, solicitation, and stewardship of annual, major, and planned gifts from the alumni, friends, corporations, and foundations.

NATURE and SCOPE

The Institutional Advancement Officer provides overall leadership, management, and coordination of the San Jose/Evergreen Community College District fund raising and alumni relations programs. This dynamic fundraiser/administrator will support the strategic initiatives of a two college district and engage in development activities to increase financial support for the district and respond to student needs through the creation and implementation of a comprehensive development and alumni relations plans. The IAO reports to the Vice Chancellor of Workforce, Economic and Resource Development.

KEY DUTIES and RESPONSIBILITIES

1. Serve as the district's chief advancement officer.
2. Develop a visionary strategic plan for fund development, alumni relations, and retiree engagement.
3. Establish, monitor, and manage goals for each area of the strategic plan and assume responsibility for meeting these goals.
4. Identify unmet institutional needs/opportunities both internally and externally. Research, facilitate and design viable solutions to meet those needs.
5. Identify and cultivate new sources of funding including private, public and corporate/foundation sources.
6. Build and manage a portfolio of principal and major gift prospects and coordinate solicitation strategies with the chancellor's office and the presidents of each college.
7. Participate in development activities including individual meetings with donors, prospects and campus constituent groups.
8. Act as primary development liaison to both campus communities and to the San/Jose Evergreen Community College District Foundation ("Foundation").
9. Assure that best practices are in place and that relevant and innovative fundraising messages are developed for diverse demographic and geographic supporters.
10. Monitor, analyze and report on overall fundraising results versus goals to internal and external constituencies.
11. As may be assigned by the Vice Chancellor, Workforce, Economic and Resource Development, provide services for the Foundation under the direction of its Board of Directors. This may

include managing the affairs of the Foundation and its staff, supporting the Foundation's board and committees. Perform all services provided to the foundation in accordance with the provisions of the Foundation's master agreement with the district ("Master Agreement") and applicable district policies and regulations.

12. Under the direction of the Vice Chancellor, Workforce, Economic and Resource Development, help to monitor the Foundation for timely compliance with its obligations under the Master Agreement and compliance with all applicable district policies and regulations.
13. Coordinate the district's advancement efforts with the Foundation's marketing efforts and provide district support for those efforts.
14. Make public presentations to support the district's advancement efforts.
15. Prepare and maintain marketing materials for print and electronic communications.
16. Direct, supervise, and evaluate the work of support staff.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities:

1. Ethical, principle-based leader who communicates high standards and expectations.
2. Highly developed interpersonal skills with the ability to be diplomatic, manage internal politics, and build consensus in a complex environment.
3. Ability to reconcile competing interests and build support from competing constituencies.
4. Effective written, listening and oral communication skills.
5. Experience with systems, processes and work alliances in a complex, collaborative organization.
6. Knowledge of compliance with CASE Reporting Standards & Management Guidelines for non-profit organizations.
7. Knowledge of principles of institutional advancement, development and philanthropy.
8. Demonstrated knowledge of techniques of donor cultivation and solicitation.
9. A clear understanding of community leadership dynamics and volunteer development.
10. Expertise with all forms of private resource development including annual, capital, planned giving and events.
11. Excellent problem solving and analytical skills. Willingness to take risks and solve problems creatively.
12. Excellent process management skills, financial operations experience and computer proficiency with development software (i.e., DonorPerfect) and Microsoft Office products.
13. Enthusiasm, sense of humor and the ability to be flexible.

MINIMUM QUALIFICATIONS:

Education and Experience:

1. Bachelor's degree from an accredited educational institution.
2. Five years' experience with all forms of private resource development: annual, capital, planned giving, and events fund raising in a college or non-profit (501(c)3) organization.
3. Experience with alumni relations and volunteer development.
4. Requires experience supervising diverse personnel in a range of programs and positions.
5. Demonstrated success integrating diversity into at least three of the major areas including supervision, evaluation, recruitment, hiring, student services, program and/or curriculum development, policies and practices, retention of women, ethnic minorities and the disabled, contracting, mentorship, staff development, and meaningful interaction with diverse students and other employees.
6. Evidence of developing and implementing multi-million dollar charitable giving campaigns.

DESIRED QUALIFICATIONS:

1. Experience in managing and/or administering annual budgets in excess of \$1 million dollars.
2. Proven record of accomplishment that demonstrates initiative, creativity, and managerial and interpersonal skills, preferably in a community college setting.
3. Membership in professional associations.
4. Earned Master's degree

SPECIAL LICENSES, CERTIFICATES:

1. CFRE Certification or other nationally recognized fundraising training/certification.

Working Conditions:

1. Typical office environment.

Board Approved: 2/12/13, 2/12/14

Revised: 1/30/14

Salary Range: M 34

EEO Category: 2B1 Executive/Administrative/Managerial