

San Jose/Evergreen Community College District
Classified Management Job Description

Position: District Executive Director, Foundation

Department: District Foundation

POSITION PURPOSE

Under general direction, the District Executive Director of Foundation plans, organizes, directs and integrates the activities of institutional advancement for the District and its affiliated foundations; plans, implements and monitors processes to identify, cultivate, solicit, and provide stewardship for annual, major, and planned gifts from alumni, friends, corporations and foundations; develops vision for, and oversees the implementation of, a comprehensive District-wide fundraising program designed to meet District development goals and to improve the visibility of the District and colleges in the community; ensures alignment of fundraising strategies with District mission and goals; oversees Foundation staff members and serves as a member of and advisor to the Foundation Board of Directors; maintains financial integrity of assigned budget; complies with relevant laws and regulations in the delivery of efficient processes and procedures in support of the Foundation; performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, directs, controls, integrates and evaluates the functions of a 501(c)3 Foundation including fundraising, grant development, financial management, investing, and public relations; plans and conducts capital campaigns seeking donations from alumni, employees, and individuals and groups in the community.
2. Provides leadership and administrative support to all the Foundation's activities; directs, integrates and evaluates objectives and targets to meet District goals and mission; directs, plans, and serves on the Foundation Board of Directors ensuring compliance with District, federal and donor agreements; monitors and reviews program objectives and operations and recommends adjustments.
3. Develops and implements short- and long-term strategies and plans for the Foundation.
4. Develops and carries out marketing and communications to include the preparation of written materials to donors and donor prospects, gift recognition, acknowledgment material, appeal letters, and other communication to support Foundation activities; reports on overall fundraising results versus goals to internal and external constituencies
5. Participates in the development and administration of the Foundation budget; monitors and records financial activities for assigned accounts and programs; oversees and administers budget allocations and procurements; analyzes, reviews and reports on budgetary and financial data.
6. Leads and organizes District-wide grant applications, development and submission of proposals, and submits follow-up reports with student outcome analysis and evaluation in accordance with grant requirements and contract terms and conditions.
7. Recruits and identifies Foundation Board members; in consultation with the nominating committee, coordinates and provides orientation and training to members and other volunteers.
8. Develops, implements, establishes, and maintains policies, processes, and procedures for the Foundation; monitors and evaluates service quality; recommends, develops, and implements quality-improvement assessment tools and methods.
9. Directs and manages the work assignments and performance of department staff, student workers and volunteers; interviews and participates in selecting employees; trains, counsels, and disciplines

staff according to established policies and procedures; assigns and monitors employees' work and performs employee performance evaluations.

10. Makes presentations to the Board of Trustees and other board-level groups; researches, analyzes and interprets data; prepares, reviews, approves and presents documents and reports.
11. Leads and serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Operations, processes, and services of a 501(c)3 foundation.
2. Financial administrative operations regarding auditing and investment risk management.
3. Principles of institutional advancement, development and philanthropy.
4. Techniques of donor cultivation and solicitation.
5. Compliance with CASE Reporting Standards & Management Guidelines for non-profit organizations.
6. Community leadership dynamics and volunteer development.
7. Forms of fund development including annual, capital, and planned giving, and event fund raising.
8. Budget preparation and control.
9. Federal, state and other applicable laws and regulations and District policies and procedures governing Foundation activities including applicable sections of the California Education Code, Title 5.
10. Theories and techniques of negotiation, mediation and conflict resolution.
11. Principles and practices of effective management and supervision.
12. Principles and practices of strategic planning.
13. Principles and practices of organizational improvement and culture change.
14. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, direct and evaluate the programs and activities of fiscal and business operations of a 501(c)3 foundation.
2. Oversee and manage major events, fund-raising campaigns, public relations programs, and investments.
3. Develop and implement tested methods of fundraising and attracting donors.
4. Identify and implement appropriate technology and resources in the Foundation.
5. Reconcile competing interests and build support from competing constituencies.
6. Present solutions to executive management and the Foundation's Board with confidence and effectiveness.
7. Direct, schedule, coordinate and evaluate the work of assigned staff.
8. Build and foster knowledgeable, cohesive and effective work teams.

9. Prepare and review reports, correspondence, and other documents using multiple business formats.
10. Analyze data, compile narrative and statistical reports, prepare and deliver presentations.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in business, communications, business administration, organizational development and management, or a related field.
2. Seven years of increasing experience in fundraising and development of a foundation or non-profit corporation including two years at a supervisory or manager level.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2026

Salary Range: M-30

EEO Category: 2B1- Executive/Administrative/Managerial