

**San Jose/Evergreen Community College District  
Supervisory Job Description**

**Position:** Foundation Development Officer

**Department:** District Foundation

**Location:** District Office

**Date:** March 13, 2024

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**POSITION PURPOSE**

Under general direction of the Executive Director, District Foundation or an assigned administrator, the Foundation Development Officer provides fundraising expertise for the development related activities of the Foundation for the benefit of the students in San Jose Evergreen Community College District. The position identifies, cultivates, solicits and stewards donations; works with volunteers and committees; leads and conducts special events; manages key fundraising campaigns and philanthropic efforts; assists with legacy and planned giving; and leads scholarship and other fundraising for San Jose City College and Evergreen Valley College funding priorities and district initiatives. The position leads and implements marketing and promotional strategies.

**NATURE and SCOPE**

The Foundation Development Officer is responsible for planning, implementing and supervising the activities and operations of fundraising related projects, working with internal stakeholders, the business community, external agencies and the general public to meet development objectives. The position also provides the direct and indirect supervision of full and part time staff as well as external contractors and community volunteers.

**KEY DUTIES and RESPONSIBILITIES**

1. Work with Foundation, District and college leadership to develop strategies and implement tactics that will successfully increase philanthropic support from key constituencies including individual donors, foundations, and corporations.
2. Establish annual financial goals and other outcomes for fundraising campaigns for assigned programs including college specific fundraising programs, college priorities, and district initiatives.
3. Develop and implement fundraising campaigns. Identify key prospects, conceptualize, prioritize and plan initiatives to cultivate prospective donors.
4. Maintain active schedule of meetings, calls, visits and other solicitations to meet annual goals and financial targets.
5. Develop strategies for and manage key fundraising campaigns and philanthropic efforts, and innovation projects to enhance and grow scholarship and other student financial support.
6. Develop and strengthen partnerships with campus and off-campus community members and groups, including local businesses, community-based organizations, and others.
7. Lead grant efforts by identifying viable sources, writing and submitting grants and managing reports required by the grantor.
8. Ensure compliance with applicable grants, including state and federal guidelines and audit requirements; ensure project timelines are met.

9. Provide staffing support and facilitation for event committees and councils; collaborate on efforts to move individuals into the ranks of major givers.
10. Develop proposals, materials, solicitation correspondence, invitations and other fundraising materials.
11. Lead the production of branding and marketing materials for all Foundation related business. Oversee digital newsletters, marketing and social media channels and communications.
12. Lead Advancement operations including preparing reports and information for donor records or databases; and make recommendations as appropriate.
13. Supervise and evaluate the performance of assigned staff, specific contract employees and office volunteers; provide training, advice and supervision for staff to ensure that staff remain aware of and familiar with the District and Foundation policies and procedures.
14. Work with campus employees and volunteers to create activities that will lead to increased funding support for the colleges.
15. Stay current on local and regional fundraising trends as well as federal and state tax laws and regulations.
16. Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Fundraising techniques and philosophies for non-profit organizations.
2. Annual giving and direct solicitation methods and procedures.
3. Donor database software.
4. Budget preparation and control.
5. Funding and budget methods as well as regulations regarding the use of funds.
6. Interpersonal communication skills using tact, active listening and courtesy.
7. Pertinent federal and state laws, codes and regulations.
8. Financial planning, tax and charitable gift laws, in-kind donations and planned giving.
9. Principles of supervision, training and performance evaluation.

### **Skills and Abilities to:**

1. Demonstrate initiative to raise funds at a level that meets or exceeds annual goals.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, community members and donors

3. Work effectively with prospects, donors, faculty, and staff from diverse, multi-cultural backgrounds and promote the District values of opportunity, equity and social justice.
4. Present a positive image of the District and its colleges in the community.
5. Recruit, train, supervise, motivate and evaluate employees.
6. Motivate volunteers at all levels of the organization.
7. Plan and organize work to meet schedules and timelines.
8. Work independently with little direction.

**Education and Experience:**

1. Bachelor's degree from an accredited institution.
2. Three years of progressively responsible experience in fundraising and development in non-profit setting, and with two years of supervisory experience.
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.

**Desired Qualifications:**

1. Fundraising experience in a higher education environment.
2. Grant writing experience in educational or non-profit organizations.
3. Experience interacting with volunteer organizations.

**PHYSICAL AND MENTAL STANDARDS**

1. Mobility: frequent walking and sitting for long periods; occasional kneeling, crouching, pushing, pulling, and standing; occasional reaching above and below desk level.
2. Dexterity frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
3. Lifting/Carrying: frequent lifting/carrying of papers, files, equipment, and material weighing up to 10 pounds; occasionally lifting up to 25 pounds.
4. Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
5. Hearing/Talking: frequent hearing and speaking in person and on the telephone.
6. Emotional/Psychological Factors: frequent contact with others including extensive public contact; frequent deadlines and time-limited assignments

**WORKING CONDITIONS**

1. Typical office environment.
2. Travel to visit external community sites and donors.

Approved: 3/13/2024  
Salary Range: S-135  
EEO Category: 2B2 – Other Professionals