

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Development	Range: 21 CL	Management Schedule
Date Revised:		Date Approved:	March 26, 2024
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

The Director, Development leads the fundraising work of the Foundation through strategic planning, relationship-building, and team management. Working with the Executive Director or designee, the Director of Development partners with the Foundation and college leadership to ensure that the Foundation continues to grow and expand to serve the evolving needs of our college, students and community.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	In collaboration with the Executive Director, the Director, Development will plan, develop and execute strategies for obtaining donations. Identify, cultivate, and solicit prospective donors.
2.	Support and partner with the Executive Director or designee and Board of Directors to engage and retain donors, and encourage donors to increase contributions to higher levels.
3.	Develop and execute strategic fund development plans that expand and diversify the foundations donor base with an emphasis on major gifts and planned giving.
4.	Build and maintain a pipeline of prospects and donors to grow donor and revenue base.
5.	Leverage opportunities to cultivate and steward consistent, long-term philanthropic relationships.
6.	Manage and grow annual support from a portfolio of major donors.
7.	Lead, manage, mentor, and nurture the skills and talents of the development team with the goal of cultivating engaged, motivated, and high-performing team members.
8.	Develop and provide financial impact, and other reports for key partners and constituencies, including donors and the Board of Directors.
9.	Work collaboratively across the organization to ensure financial, programmatic, and donor obligations are met or exceeded.
10.	Represent the organization in the community, build relationships, and increase awareness of its mission and programs.
11.	Oversee development operations from end to end including capturing donor information, ensuring required documentation is received, processed and in compliance.
12.	Oversee the donor database, which may include, timely gift entry and acknowledgment, pledge management, prospective donors and provide training to team members as needed.
13.	Develop and maintain relationships with the community and various segments of giving groups to include individuals, corporations, organizations, alumni, and current or former employees of the college.
14.	Collaborate with the Executive Director to set fundraising goals and budgets within the fundraising process.
15.	Plan annual giving activities including alumni cultivation and solicitation.
16.	Conduct research to determine donor giving patterns, ability to donate, and capacity to give.
17.	Oversee the coordination of fundraising events, including sponsorships, auctions, registration, catering, committee coordination, marketing, promotions and printing.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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18.	Collaborate with Foundation and college staff to implement programmatic activities such as scholarships and ensure proper disbursement of donor funds
19.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner
20.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
21.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
22.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
23.	Perform related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Director, Development maintains frequent contact with representatives from the community, business and industry, and college personnel.

EDUCATION AND EXPERIENCE

Minimum Qualifications

A bachelor's degree from an accredited institution.

Minimum of two (2) years of successful fundraising in a non-profit, educational institution, or related field.

At least one year of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of a shared governance model
Knowledge of District organization, operations, policies and objectives
Knowledge of California education code and requirements, including Title 5
Knowledge of federal, state and local laws and reporting standards applicable to fundraising activities and foundation operations.
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to make effective presentations and written proposals
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Office environment, subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); will require off-site duties and activities; frequent travel to other office or locations to attend meetings, events or conduct work.
