



**TITLE: Executive Director, Foundation**

**CLASSIFICATION: Management Team – SRJC Foundation**

**SALARY RANGE: 38**

**FOUNDATION DESCRIPTION:**

The SRJC Foundation is a 501(c) 3 non-profit corporation focused on the critically important role of raising and stewarding funds to support students and educational programs at Santa Rosa Junior College. The SRJC Foundation holds the distinction as one of the largest and most successful California Community College foundations, with assets exceeding \$62 million. The Foundation is number one among the 114 California Community Colleges foundations for funds raised to provide student scholarships. In 2013, the SRJC Foundation was recognized as number one in the United States for community college fundraising among 1,750 community college foundations.

The SRJC Foundation strengthens the work of the College through fundraising, investment management, stewardship of funds, and advocacy. The SRJC Foundation helps SRJC student's access high-quality college education and provides financial assistance for academic programs and faculty development.

**SCOPE OF POSITION:**

Reporting to the Superintendent/President of the District, and working in collaboration with the SRJC Foundation Board of Directors, the Executive Director provides senior leadership and management of all facets of Foundation operations and its advancement program. The Director is responsible for management of the nonprofit corporation, serves as the senior fundraiser for the Sonoma County Junior College District, and oversees multiple programs to engage donors, alumni and the community. The Executive Director works collaboratively with both internal and external individuals and organizations and is expected to develop a comprehensive fundraising program that encompasses all of the District's campuses and centers.

With current fundraising goals exceeding \$5 million annually, this position directs and supervises all Foundation operations including: campaigns, annual giving, planned and deferred giving, corporate and foundation giving, the Foundation's scholarship program, alumni and corporate relations, and special fundraising campaigns and events. In the execution of these responsibilities, the Executive Director also provides broad oversight of the College's Alumni & Friends Association, as well as works closely to help support special Trusts and committees of the Foundation.

The Executive Director is an employee of the Santa Rosa Junior College Foundation, a 501(c) (3) non-profit, tax exempt, auxiliary organization of the Sonoma County Junior College District. The Executive Director provides leadership and management of a comprehensive advancement program for the District; hires and supervises management team, classified staff and student employees; and administers an annual budget for all assigned activities.

## **EXAMPLE OF RESPONSIBILITIES/DUTIES**

### **Leadership/Management of Fund Raising**

1. Works directly with the Foundation's Board of Directors and the Superintendent/President of the district to develop and implement a comprehensive advancement program that reflects District priorities, including the cultivation and stewardship of personal, foundation and corporate donors that will significantly enhance the Foundation's endowment and annual fund.
2. Prepares strategic and annual operating plans and budgets for the Foundation.
3. Identifies individual, corporate and foundation prospects and develops solicitation strategies.
4. Conducts transformational, major and planned gift solicitations.
5. Develops grant proposals.
6. Directs special fundraising campaigns.

### **Leadership/management of Alumni Program for College**

1. Oversees the activities of the Alumni & Friends Association and the staff.

### **Management of Foundation Operations**

1. Serves as the chief administrative officer of the Foundation and a non-voting officer of the Executive Committee.
2. Develops board agendas in collaboration with the Board Chair and Executive Committee.
3. Supervises the preparation of all Foundation committee agendas and meeting procedures.
4. Hires, supervises, and evaluates the work of the Foundation's staff, and provides professional growth and development opportunities.
5. Oversees related special events when appropriate and supportive of overall mission.
6. Coordinates the Foundation Scholarship Program.
7. Oversees the Foundation's Grant Award Program.
8. Oversees Foundation investment strategies and policies.
9. Proposes new or appropriate modifications to existing Foundation Bylaws, operating, gift acceptance and investment policies.
10. Works with outside legal, investment, fundraising, research, communications and computer consultants in the planning and execution of Foundation programs.
11. Proposes and implements strategies for volunteer involvement for Foundation activities.
12. Supervises the creation of a variety of reports/analyses for different forums; gathers data, formulates assumptions, analyzes trends and suggests solutions.
13. Oversees development and maintenance of an electronic system for the identification, cultivation, record keeping, and acknowledgement of donors and volunteers.
14. Ensures proper monitoring, investment and distribution of Foundation assets in cooperation with the District's Vice President of Business Services, the Foundations Finance and Operations Manager, and applicable board committees.
15. Prepares all necessary reports as required by law; ensures completion and reviews the annual audit report and annual tax filing reports.
16. Exercises appropriate fiduciary oversight of charitable trust agreements.
17. Assures compliance with all pertinent federal, state and local laws, relevant contractual obligations, and recognized professional organizations reporting standards.
18. Ensures appropriate stewardship of gifts.

**Participation in External Activities** – Assists in enhancing the District's image and reputation in the community, through activities such as:

1. Making presentations at service clubs, community organizations and related groups.
2. Serving as board director or committee member for related professional organizations.
3. Writing articles or giving interviews in related publications.
4. Giving presentations at related conferences.

**Performs other duties as assigned by the Superintendent/President and Foundation Board of Directors and/or,** such as:

1. Chair or serve as a member of ad hoc or District committees.
2. Provide leadership for special projects or task forces.
3. Attend special meetings, conferences, and luncheons upon request.

**KNOWLEDGE OF:**

1. Advancement programs and activities employed in an institution of higher learning and community-based nonprofit organizations.
2. Principles and methodology for accessing and assessing the community and its fundraising potential.
3. Procedures for planning, directing and coordinating Foundation activities.
4. Internal Revenue Service statutes, State of California legislation, the California Education Code, and the Brown Act.
5. Principles of management and supervision, including budget development and administrative procedures.
6. Principles and practices of higher education organization and structures.

**ABILITY TO:**

1. Effectively present and promote the Foundation to the staff and public by establishing and maintaining positive relationships with donors, corporate representatives, college officials, administration, faculty, staff, volunteers, and the public.
2. Direct the development of a community college foundation and work with the college and the Foundation Board of Directors, committees, volunteers, and staff
3. in establishing and implementing fundraising goals and plans.
4. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
5. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-orientated materials.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

1. At least six years of experience serving as an executive director or chief operating officer of a foundation or non-profit corporation.
2. Eight years or more senior level fundraising experience. Preference given for experience within an institution of higher learning.
3. Verifiable track record in securing transformational, major and planned gifts.
4. Senior management and supervision experience of multiple employees.
5. Master's degree in English, Journalism, Business, Mass Communications, Organizational Development/Management or related field.
6. Certified Fundraising Executive (CARE) certification and Certified Specialist in Planned Giving (CPG) certification highly desirable.
7. Alumni relations program development experience.
8. Advanced knowledge of Raiser's Edge Fundraising Software.
9. Outstanding written and verbal communications. Ability to manage marketing and communications efforts.