



TITLE: Executive Director, Foundation and District External Relations

CLASSIFICATION: Management Team – SRJC Foundation

SALARY RANGE: 38

SCOPE OF POSITION:

Under the direction of 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 Executive 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 \$6 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 volunteer committees of the Foundation, including the Investment Committee.

As a member of the President's Cabinet, the Executive Director supports the leadership and provides oversight of external relations and partnerships to advance the District's mission, strategic initiatives, and governmental policies that impact students and the District. The Executive Director supports strategic partnerships, both public and private, acting as a liaison to reflect the District's priorities and support community engagement.

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.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serve as a member of the President's Cabinet and participates in strategic planning, policy formulation, budgetary decisions, and problem solving and offers advice and counsel on the implications of institutional decisions.
2. Lead the development and execution of a comprehensive advancement program that reflects District priorities, including annual giving, transformational and major gifts, planned giving, and special campaigns. Build and maintain relationships with donors, corporate and community partners, alumni, and other stakeholders to secure support for SRJC programs and initiatives.
3. Oversee and develop community engagement strategies to strengthen relationships with key partners, foster collaborations, and promote the District's mission within the wider community ensuring alignment with strategic goals and values.
4. Serve as key contributor to the legislative strategies with local, state, and federal representatives, representing the objectives and goals of the District in discussions of policy and relaying the District's agenda to maximize diverse funding sources in support of the mission.

KEY DUTIES AND RESPONSIBILITIES – Continued

5. Provide leadership for District relations with community organizations and other local partnerships; maintains contact with corporate, industrial, community, governmental, and educational leaders to advance the mission and strategic initiatives of the District.
6. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions according to established procedures.
7. Develop and prepare the budgets for assigned programs and operations; analyze and review budgetary and financial data; authorize expenditures in accordance with established guidelines.

KNOWLEDGE OF:

1. Principles and best practices in fundraising, public/government affairs, and institutional investing.
2. Higher education systems, including the role of community colleges in advancing student success and workforce development.
3. Data analysis and reporting to evaluate and enhance advancement strategies and initiatives.
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.

ABILITY TO:

1. Effectively present and promote the District and the SRJC Foundation by establishing and maintaining positive relationships with donors, corporate and community representatives, District officials, administration, faculty, staff, volunteers, and the public.
2. Direct the development of a community college foundation and work with the District and the Foundation Board of Directors, committees, volunteers, and staff in establishing and implementing fundraising goals and plans.
3. 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.
4. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-orientated materials.
5. Effectively review, synthesize, and support the District in implementing and influencing legislative policies that impact community college students.

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.)

Education:

Bachelor's degree from an accredited four-year college or university; Master's degree in Nonprofit Management, Public Administration, Public Service Management, Business, Communications, Organizational Development/Management or related field preferred.

Experience:

A minimum of ten years of progressively responsible experience in fundraising, institutional advancement, or a related field, preferably in higher education.

Proven track record of securing major gifts, managing campaigns, and leading successful advancement initiatives.

Demonstrated experience working with external relations, such as governmental agencies, foundations, or other educational institutions.