

DIRECTOR OF FOUNDATION

DEFINITION

Plans, organizes, and coordinates the activities of the Foundation at a college or the District Office by identifying and soliciting funds from private individuals, corporations, and foundations.

TYPICAL DUTIES

- Develops and implements a comprehensive fund-raising program with specific long-term and short-term goals and objectives which reflect the Foundation priorities.
- Plans and coordinates events aimed at donor prospects including alumni, retired staff and special target groups.
- Prepares and manages annual budget for Foundation operations.
- Prepares written proposals and reports with recommendations and analyses for the Foundation.
- Assures compliance with all federal, state and local laws, relevant contractual obligations, and recognized accounting and reporting standards applicable to fundraising.
- Identifies and solicits sources of funding including private individuals, corporations, and foundations.
- Develops and implements strategies for volunteer leadership and enhanced community involvement in fund raising activities.
- Designs and writes fund development informational literature.
- Assists administrators, Foundation Board of Directors and other key individuals in planning and managing specific campaign activities.
- Develops and maintains systems of prospect management and research, and donor relations.
- Recruits, organizes, and directs the efforts of volunteers in fund-raising activities.
- Attends and participates in various administrative and committee meetings, workshops, and conferences to gather information and identify Foundation goals.
- Makes oral presentations as requested.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Director of Foundation** plans, organizes, directs, and coordinates a comprehensive fund-raising program at a college or the District Office by identifying and soliciting funds from private individuals, corporations and foundations.

SUPERVISION

General direction is received from the College President or classified administrator. Supervision may be exercised over assigned technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of effective fund development strategies
Principles and practices of budget preparation and administration
Professional ethical standards and practices as identified and agreed to by the National Society of Fund Raising Executives (NSFRE), the National Committee on Planned Giving (NCPG) and the National Council on Resource Development (NCRD)
Community relations and community outreach
Federal, state, and local laws, codes and regulations related to Foundations and gift receipts
District organization, operations, policies and procedures
Los Angeles County community and business resources available to the college
World Wide Web and Internet environments
Capabilities of common and specialized donor management computer applications
Principles of supervision and training
Organization and management of records

Skill in:

Interpersonal relationships
Presenting concepts verbally and in writing
Achieving the understanding and support of individuals or groups with indifferent or opposing points of view

Ability to:

Plan, develop, coordinate, and implement a comprehensive fund-raising program
Obtain, organize, and develop fund-raising material for audiences of varied interests
Interpret and apply federal, state, and local laws, codes and regulations related to Foundations and gift receipts
Prepare comprehensive reports including complex financial statements and Foundation reports
Establish and maintain effective working relationships with administrators, faculty, students, and the community
Communicate clearly and concisely, both orally and in writing
Supervise, train, and evaluate assigned personnel
Learn specific computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized four-year college or university preferably with a major in public relations, journalism, communications, or a closely related field **AND** five years of full-time, paid or unpaid professional-level experience in fund development or related field. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis. Experience in an institution of higher learning is desirable.

ENTRANCE QUALIFICATIONS (Cont.)

Special:

A valid Class "C" California driver's license must be obtained within 60 days after appointment.
Access to an automobile.