

## FOUNDATION DEVELOPMENT OFFICER

### DEFINITION

Provides assistance in the planning and coordination of the day-to-day activities of the Foundation at a college or the District Office, which involves identifying and soliciting funds from private individuals, corporations, and foundations.

### TYPICAL DUTIES

Assists in the planning and coordinating of assigned activities and events aimed at donor prospects including alumni, retired staff and special target groups.

Assists in the preparation and monitoring of the 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.

Assists in the development and implementation of 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.

Assists in the development and maintenance of 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 **Foundation Development Officer** provides assistance in the planning and coordination of the activities of the Foundation at a college or the District Office which involves identifying and soliciting funds from private individuals, corporations, and foundations.

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

### SUPERVISION

General supervision is received from the Director of Foundation or a classified administrator. Immediate supervision may be exercised over assigned technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of effective fund development strategies
- 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
- Capabilities of common and specialized donor management computer applications
- District organization, operations, policies and procedures
- Los Angeles County community and business resources available to the college
- World Wide Web and Internet environments
- Principles and practices of budget preparation and administration
- 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:

- Organize campus-wide departmental oriented fundraising efforts
- 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 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 specialized 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** three years of full-time, paid or unpaid professional-level experience in fund development or related field with a public or private agency. 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.

### Special:

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