IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR FOR THE FOUNDATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Serve as Executive Director of the Imperial Valley College Foundation. Direct, plan, and identify potential donors and develop a comprehensive advancement program among alumni, the community, corporate donors, and individual friends of the College. Develop methods and systems to provide for corporate giving, estate gifts, annuities, and trust funds and all methods of support for the College. Oversee fundraising activities of the College and plan donor, corporate and Foundation contacts.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Superintendent/President and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Develop annual goals and objectives for the College Advancement Program.
2. Develop and establish an annual campaign.
3. Establish fundraising priorities.
4. Assist and train other College staff to support and promote College fundraising efforts.
5. Project opportunities that are consistent with the mission of the College.
6. Develop and administer the department budget.
7. Supervise and evaluate classified, short-term, and student employees assigned to the office.
8. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of establishing and maintaining effective public and community relations.
- Interpersonal skills using tact, patience and courtesy.
- Principles of public speaking while establishing and maintaining good public and community relations.
- Diverse programs and services of a community college.
- Pertinent federal, state and local codes, laws and regulations, including the Education Code and Title V.
- The community college concept, including the "open door" philosophy and a diverse curriculum for a heterogeneous student population.

Ability to:

- Raise money.
- Establish effective community networks.
- Apply pertinent federal, state and local codes, laws and regulations including the Education Code and Title V.
- Delegate successfully.
- Ensure adherence to College and District policies, practices and procedures.
- Exercise leadership to advance the District's mission.
- Facilitate communication and understanding of perspectives among faculty, staff, students and the community within the framework of a community college District.
- Work cooperatively and responsively with all segments of the District and the community at large.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A demonstrable record of fundraising.

Education: A Bachelor's degree from an accredited institution with major coursework in public administration, public relations, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting, standing and walking for extended periods of time. Must be able to travel between different sites and other District locations.