



Approved by the Board of Trustees on December 13, 2022  
FLSA: Exempt

## **FOUNDATION EXECUTIVE DIRECTOR**

### **DEFINITION**

Under administrative direction, provides strategic leadership, resource development, community and public relations, and general administrative management for the Victor Valley College Foundation. The focus of the Foundation Executive Director shall be the advancement of the Foundation's mission, successful implementation of its strategic initiatives and sustainable management of its operations. The Foundation Executive Director serves as the Chief Executive Officer of the organization and as a non-voting secretary to the Foundation Board of Directors. The Foundation Executive Director reports to the Superintendent/President. The Foundation Executive Director shall maintain strong relationships with the Superintendent/President, College Administration and act as a liaison between the Foundation Board of Directors and College Board of Trustees.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Superintendent/President. Exercises direct supervision over assigned professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, coordinating, and directing staff, operations, and programs of the Victor Valley College Foundation. Position recommends, develops and implements the programs, projects, goals, policies and procedures of the functional area(s) to which they are assigned, ensuring alignment with the attraction, retention and academic success of students.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **Strategic Leadership**

- Develop strategic plans to advance the mission of the Victor Valley College Foundation and the District. Facilitate stakeholder input to planning process and encourage involvement in the implementation of strategic initiatives.
- Monitor trends and issues affecting community college advancement to identify opportunities and threats to the Foundation's mission and strategic initiatives. Recommend and facilitate implementation of appropriate action to maximize opportunities and mitigate threats.
- Evaluate needs presented by College leadership and constituency members to identify areas in which the Foundation may be most helpful, develop strategy for addressing these needs and recommend action to the Foundation Board of Directors and the District.

- Provide expert advice to the Board of Directors. Develop and recommend policy, research issues, facilitate training, create reports and develop meeting agendas in collaboration with the Foundation President. Recruit and orient new members of the Board of Directors.

## **Resource Development**

- Develop and direct implementation of systematic annual giving programs, including membership groups and special events, to secure regular donations and expand the organization's donor database. Nurture relationships with prospective major gift and planned giving donors, prepare proposals, orchestrate solicitations and facilitate acceptance of major and planned gifts.
- Develop and direct the execution of successful fundraising campaigns. Provide guidance and support to assigned staff and volunteers engaged in campaign strategies and plans.
- Identify, develop and guide the implementation of additional resource development initiatives such as social enterprises, cause marketing campaigns and educational partnerships.
- Develop outreach initiatives to build alumni participation for the District and identify potential alumni donors.
- Advise campus constituencies on fundraising strategies and regulations. Monitor campus fundraising activities to ensure compliance with policies and governmental agencies.

## **Community & Public Relations**

- Design and direct public relations and marketing efforts to strengthen awareness of and trust in the Foundation as a meaningful change agent in the community. Train and equip spokespersons to extend the reach of appropriate Foundation messages.
- Direct the production of community awareness and donor recognition events to increase knowledge of College needs and the Foundation mission.
- Develop and maintain strong relationships with the College Leadership Team, government officials, businesses and community organizations whose strategic alliances advance the mission of the Foundation and the District. Serve as the Chief liaison for the Foundation with the College, Board of Trustees, community, Regional, Statewide and Federal stakeholders. The Foundation Executive Director will prepare reports for the Board of Trustees and attend its monthly meetings.
- Monitor the impact made by the Foundation and provide reports to the Board of Directors and stakeholders to demonstrate the value of the organization and enhance credibility.

## **Administrative Management**

- Oversee the administration and management of the VVC Foundation/District programs, services and activities including scholarship program, grant solicitation activities and contract / community education services.
- Evaluate operating procedures and technology to facilitate efficient and effective administrative support structures. Negotiate partnerships and vendor contracts on behalf of the District (as needed) to facilitate the business of the organization.

- Develop and manage annual budgets to ensure the successful implementation of strategic plans and routine operations. Approve expenditures up to board approved limits. Ensure financial reports are provided to the Board of Directors including quarterly reports to the District.
- Select, train, motivate, and direct Foundation personnel; evaluate and reviews work for acceptability and conformance with standards, including program and project priorities and performance evaluations; work with employees to correct deficiencies; implements discipline and termination procedures; respond to staff questions and concerns.
- Monitor expenditures of charitable resources by the College to ensure they are used appropriately in accordance with donor conditions and stipulations.
- Ensure compliance with regulatory agencies and donor gift restrictions.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Victor Valley College Foundation and District programs, services and activities.
- Fund development methods and activities employed in an academic setting.
- Investments, appropriate investment, and financial policies.
- Legal and fiscal factors related to public foundations.
- Basic principles of volunteer management.
- Donor tracking and recognition systems, such as Raisers Edge NXT / CRM.
- Federal and state regulations related to grant funded programs.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Public relations, organizational and time management skills.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Ability to:**

- Oversee the administration and management of the Victor Valley College Foundation programs, services and activities.
- Plan, organize and direct the resource development functions of the Foundation.
- Coordinate research needs for resource development.
- Function as a member of the development team and work with diverse audiences.

- Manage, supervise and evaluate the performance of assigned staff.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Analyze situations accurately and adopt an effective course of action.
- Compile and verify data and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Work independently with little direction.
- Establish and maintain cooperative and effective work relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious and cultural backgrounds of community college students.

### **Education and Experience:**

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

#### Education:

- Bachelor's degree from accredited institution.

#### Experience:

- Five years responsible managerial experience including successful fundraising experience with foundations, corporations and individuals.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a vehicle to attend meetings and visit sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.