

DIRECTOR OF DEVELOPMENT - FOUNDATION

A. General Statement

The Development Director will work closely with the Foundation's Executive Director regarding fund development efforts for scholarships and special programs at the San Mateo County Community College District's three colleges (Skyline, Cañada and College of San Mateo). This position is responsible for overseeing the advancement and maintenance of a database of donors, tracking and monitoring of data pertaining to fundraising revenue, activities and events. Public contact is extensive and involves faculty, staff, businesses, and donors with the goal of advancing the Foundation's mission and services. The Development Director can direct the work of volunteers, other staff and student assistants as assigned.

B. Examples of Essential Functions

In collaboration with Foundation staff and Board of Directors:

1. Exchanges information with donors and staff related to college needs, services and activities; plans short- and long-range schedules and logistics of fundraising events and campaigns.
2. Plans and manages fundraising activities including annual giving, special projects and other solicitations, strategic activities for donor cultivation, prospects grant funding opportunities and manages planned giving.
3. Researches a variety of donor demographic, statistical, financial and other data; compiles data for special and regular reports; tracks donor trends and forecasts donation revenues; maintains a pool of prospects and donors with the ability to contribute significantly as single or multi-year commitments; maintain and ensure the accuracy and timeliness of acknowledgement for major gifts.
4. Solicits in-kind and other donations from businesses and organizations to assist in fundraising activities; actively supports all major gift campaigns conducted by the colleges; communicate and coordinate the major giving strategies and activities with the Foundation team.
5. Translates the college priorities into realistic, marketable proposals that can be communicated effectively to donors; ensure appropriate donor recognition; steward regional major gifts ensuring donors are informed of the effects of their generosity through newsletters, articles and other communication tools.
6. Establishes contacts and networks with local businesses and corporations.
7. Trains and monitors the work of student assistants and volunteers as assigned.
8. May be required to compose correspondence, memoranda, publicity materials and other written materials using a variety of computer software.

C. Nonessential Functions

1. Performs related duties as assigned.

D. Knowledge, Skills and Abilities

1. Knowledge of college demographics, potential funding resources, applicable policies and procedures related to fundraising, planned

Training Guidelines

1. Job experience; special courses; job

giving and major gifts.

2. Skill in research, compiling data for, formatting and tracking demographic, statistical and financial data for study, monitoring and reporting.
3. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities.
4. Skill in use of a database, spreadsheets and a variety of other computer software.
5. Skill in oral and written communication.
6. Skill in directing the work of others.
7. Skill in communicating effectively with people at all levels within organizations.
8. Ability to work effectively as part of a fundraising team.

training.

2. College courses; job experience.
3. Job experience; life experience.
4. College courses; job experience.
5. College courses; special courses.
6. Special courses; job experience.
7. Job experience; life experience.
8. Job experience; life experience.

E. Physical and Other Requirements

This classification requires attention to detail; flexibility and adaptability; manual dexterity; sitting for long periods; pushing and pulling; visual comparison and acuity; oral communication; multi-tasking; patience; artistic vision and ideas; directing others; tact and sensitivity in order to perform the essential functions.

F. Education and Experience

This classification requires:

- A combination of education and experience equivalent to a bachelors degree in Business Administration, Marketing or a closely related field,
- Successful experience in a fundraising environment,
- Use of a database and a variety of computer software applications,
- Demonstrated skills in effective communication,
- Composing and preparing original correspondence and other written materials,
- Research,
- Compiling of data for a variety of statistical, narrative and other reports,
- Demonstrated skills in organizing complex, multi-faceted data,
- Training and directing the work of others.