



# SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College ♦ College of San Mateo ♦ Skyline College

## POSITION DESCRIPTION

### FOUNDATION DEVELOPMENT MANAGER

Academic Classified/ Supervisory  
Grade 189E – Salary Schedule 35

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#### A. General Statement

Under the general supervision of the Executive Director, and under the direction of the Foundation Development Director, the Foundation Development Manager is responsible for planning, organizing, directing, and implementing contributed income programs including major gifts, grants, annual giving, planned giving, and special events for the benefit of scholarships and special programs at the San Mateo County Community College District's (SMCCCD's) three colleges (Skyline College, Cañada College, and College of San Mateo). Public contact is extensive and involves faculty, staff, businesses, SMCCCD Trustees, Foundation Board members, and donors with the goal of advancing the Foundation's mission and services. The Development Manager will create compelling opportunities for donors to support the Foundation's mission and to make the experience of giving satisfying and rewarding. The successful candidate has the ability to work with a high degree of independence, sound judgement, teamwork, and initiative. The Development Manager will play a meaningful role as the Foundation embarks on strategic planning with the likelihood of a multi-million dollar comprehensive campaign. The Development Manager is responsible for qualifying, cultivating, and soliciting major gifts (\$10,000+); Corporate & Foundation Grants; Annual Fund leadership gifts (\$10,000+), and seeking commitments in support of a comprehensive campaign. They will work with prospective donors to determine their philanthropic interests related to the school's fundraising goals through the Annual Fund, Endowment, Grant and Planned Giving Programs.

The Development Manager will work with the Foundation Executive Director and Board of Directors to cultivate and deepen relationships with college administrators and across a wide spectrum of constituencies (e.g., corporations, foundations, non-governmental organizations) to build a robust network of donors and champions of the San Mateo County Community College District. A successful candidate will be familiar with fundraising best practices, AND have the creativity to innovate and craft a unique and strong culture of philanthropy among the donors and District employees. The Development Manager will coordinate and collaborate with college faculty and staff and other appropriate individuals when a college program is identified that could benefit from grant support for the mutual benefit of the foundation and donor philanthropic goals.

#### B. Duties and Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

The Foundation Development Manager will:

1. Partner with the Director of Development to determine strategies and action steps needed to identify, qualify, cultivate, and solicit major gift donors.
2. Lead major gift efforts by developing and maintaining relationships with major donors; In collaboration with Donor Relations Manager, steward major gifts and ensure donors are informed of the effects of their generosity.
3. Manage a personal donor portfolio of approximately 150+ to ensure that timely steps are taken toward qualification, cultivation, solicitation, and closure of major gift proposals.
4. Plan and execute a target of 100 prospective donor visits per year; Research and cultivate donor relationships and solicit new donors through various methods such as written communication, cold calling, events, personal tours and meetings.
5. Develop and implement individual strategies for cultivating and soliciting major and planned giving gift prospects for District initiatives; Prepare and submit moves management goals that contain specific timelines, projected results, and outcomes.
6. Document all activity, manage donor activity, and maintain detailed records in Raiser Edge database on a daily basis.
7. Achieve personal fundraising and activity goals monthly, quarterly, and annually.
8. Work collaboratively with the Alumni Relations Manager & Donor Relations Manager to ensure appropriate donor coordination and communication.
9. Research and solicit event sponsorships; Act as the lead Project Manager for sponsorship deliverables; Assist in the planning for all Foundation and campus major fundraising events, including Foundation's Annual Golf Tournament, anniversary events, President's Luncheon (Cañada), Jazz on the Hill/ President's Gala(CSM), President's Breakfast/Success Summit (Skyline), and other events assigned by the Executive Director.
10. Integrate planned giving into major individual donor requests, as appropriate.
11. Assists with the development of an annual corporate strategy to grow and diversify corporate support.
12. Communicate regularly with assigned major donors; Develop major gift materials, including briefing memos, proposals, stewardship materials, thank you notes, letters, written updates, etc.
13. Research and identify public and private grant opportunities on a local and national level; writing grants and proposals for governmental and non-governmental entities, philanthropic organizations, business and financial institutions, and individual philanthropists; ensure compliance with grant guidelines, deadlines and reporting requirements.
14. Coordinate, develop, and process grant applications from conceptual to submission stage while working closely with faculty and staff throughout all phases.
15. Develop and maintain a catalogue and calendar of grants and their respective deadlines.
16. Assess the feasibility of obtaining grant external funding for project and program proposals.
17. Establish contacts and network with local businesses, private foundations, and corporations.
18. Partner with the Foundation's Alumni Relations Manager on alumni giving strategies, including integrating alumni giving into the Annual Campaign for Student Success and Planned Giving.
19. Serve as a contributing writer for Foundation publications, social media, and website.
20. Perform other duties as assigned by Executive Director or Foundation Development Director.

### **C. Requirements**

1. Bachelor's degree in relevant field OR an equivalent combination of education and experience
2. 3-4 years of work experience in a development related role.
3. Experience in successfully cultivating and soliciting major gifts; experience with planned gifts; fundraising/philanthropic program development, and corporate grant writing experience.

4. Experience in planning, leading, and managing development projects, special events, and coordinating with peers to achieve desired fundraising goals.
5. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

**D. Knowledge, Skills & Abilities**

1. Experience running annual campaigns, event solicitation, and grant writing from multiple donor channels.
2. Knowledge of how to identify, cultivate, and solicit potential funding resources.
3. Knowledge of educational fundraising culture is an asset and experience with higher education moves management systems is preferred.
4. Experience with donor CRM software required- database, spreadsheets, and a variety of other software.
5. Skill in written, oral communication, including persuasive communication and public speaking.
6. Skill in communicating effectively with people at all levels within organizations.
7. Ability to plan, organize, and coordinate activities and operations related to fundraising campaigns, projects, and special events.
8. Must have the ability to build relationships quickly and across diverse cultural backgrounds.
9. Must be comfortable interfacing with a wide variety of constituents—development staff, donors, businesses, board members and others.
10. Knowledge and understanding of current laws regarding taxability of donations, familiarity with deferred giving strategies, and knowledge of a diverse array of charitable instruments.
11. Ability to analyze program effectiveness and accomplishment of goals.
12. Ability to analyze situations and adopt an effective course of action.
13. Highly organized with acute attention to detail and time management.
14. Ability to work independently with little direction; High capacity to prioritize and meet deadlines.
15. Skill in training, supervising, and evaluating volunteers and student workers.
16. Ability to work with staff and cross-functional teams for content development and preparation/distribution.

**E. Physical and Other Requirements**

This classification requires attention to detail, flexibility, adaptability, manual dexterity to operate a computer keyboard, sitting and viewing a computer monitor for various lengths of time, reaching, visual acuity, tact and sensitivity; ability to type, use phone, intermittent standing, walking, bending and stooping, occasional light lifting and carrying of objects weighing 35 pounds or less; ability to exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects, ability to work at computer, including repetitive use of computer keyboard, mouse or other control devices, ability to travel to a variety of locations on and off campus as needed to conduct Foundation business; ability to communicate to provide information to others; and some weekend and evening duties in order to perform the essential functions.