



Executive Director for the Foundation and Institutional Advancement

BASIC FUNCTION

The Executive Director for the Foundation reports to the Superintendent/President and is responsible for the development and implementation of an aligned strategic plan that typifies effective donor cultivation and strong corporate, community and alumni relations, leading to increased giving levels that benefit the IVC students and the District.

DISTINGUISHING CHARACTERISTICS

The Executive Director for the Foundation and Institutional Advancement manages all aspects of the Foundation and ensures that effective infrastructure systems are in place, including oversight of the Foundation's investment portfolio and coordinating fund disbursement. This position oversees the programs and operations of student ambassadors, scholarships, funding for student housing, development, and community advancement, and other programs and services that enhance external and internal community support to diversify revenue sources that maximize funding opportunities. The Executive Director for the Foundation and Institutional Advancement establishes and maintains positive relationships with industry partners, current and former employees of the District, alumni, and the Foundation Board. The Executive Director receives direction from the Superintendent/President and the IVC Foundation Board and works very closely with the Executive Director of Communications, Marketing, and Public Relations for the College.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Manages daily operations of the Foundation to ensure transparency and accountability in all aspects of the organization. Responsibilities include leading, supervising, training, and evaluating assigned personnel, resolving conflicts, certifying payroll, adhering to the collective bargaining agreements, laws, and policies in personnel matters.

2. Provides leadership and oversight for donor contracts/agreements, grants, economic development, community advancement, scholarship, student ambassador program, housing funding, including program and service management, inter- agency reports, contracts, and budget.
3. Advocates for shared governance, staff cohesiveness and for the core values of the District. Works with shared stakeholders in order to assess economic development needs and partnerships with the potential donors to the Foundation.
4. Prepares, reviews, and presents staff reports, various management updates, and reports on special projects. Coordinate with the District's public relations and marketing team to enhance the Foundation's image and donor engagement.
5. Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
6. Develop and monitor budgets, maintain a compliant financial accounting system, and accurately record gifts and donations.
7. Develops, implements, and maintains a comprehensive fund-raising program which includes individual, group, and corporate giving; capital campaigns; alumni outreach; current and former district employee giving; planned giving; major gift solicitation, and estate planning.
8. Identifies and applies for grant opportunities from state, federal, private, and corporate agencies, and foundations.
9. Stays abreast of new trends and innovations in the field of fundraising and alumni relations.
10. Recruit, train and manage the Foundation Board for outreach and fundraising. Lead the development and implementation of a strategic plan that aligns with the District's strategic plan.
11. Support the development of alumni association, engage in community outreach, and maintain relationships with potential donors. Coordinate Foundations activities with various campus and community groups and market the Foundation's impact.
12. Works closely with campus leaders to ensure ongoing and sustainable funding for student housing.
13. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Written and verbal communication skills, including the ability to create effective and compelling donor materials.
- Theories, principles, and practices associated with higher education and institutional advancement.
- Preparation and administration of large and complex budgets, allocating limited resources in a cost-effective manner.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; and research and reporting methods, techniques, and procedures.
- Principles of functional leadership, training, and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs.
- Foundation leadership, donor cultivation, campaign development, fund raising, major gift solicitation, planned giving, and event planning.
- Financial planning to recommend to the Foundation Board the services of qualified professionals in financial planning and planned giving.
- Managing, training, and leading non-profit boards and knowledge of non-profit organization legal and accounting standards.
- Marketing and public relations.

Skills and Abilities To:

- Written and verbal communication skills, including the ability to create effective and compelling donor materials.
- Theories, principles, and practices associated with higher education and institutional advancement.
- Preparation and administration of large and complex budgets, allocating limited resources in a cost-effective manner.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; and research and reporting methods, techniques, and procedures.
- Principles of functional leadership, training, and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs.
- Foundation leadership, donor cultivation, campaign development, fund raising, major gift solicitation, planned giving, and event planning.

- Financial planning to recommend to the Foundation Board the services of qualified professionals in financial planning and planned giving.
- Managing, training, and leading non-profit boards and knowledge of non-profit organization legal and accounting standards.
- Marketing and public relations.

Education and Experience:

Bachelor's degree required, master's degree preferred in nonprofit management, public relations, marketing, business or public administration, or a related field.

and

Five years of senior-level management experience with a demonstrable record of comprehensive fundraising, resource development, financial and investment management, strategic planning, public relations/communications, and employee supervision and evaluation.

and

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Certificates, Licenses, Special Requirements:

Require a valid driver's license.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Work is performed indoors where minimal safety considerations exist.

Physical Demands:

This position is based in an office environment where the primary duties involve sedentary work, although it does necessitate occasional movement around the campus and to off-campus locations. The individual in this role will frequently engage in communication with members of the campus community using various methods, requiring the ability to convey and understand accurate information. The role demands a significant amount of time spent viewing computer screens and reading printed materials, accounting for about 50% of the work. Operation of office equipment such as computers, calculators, copy machines, and printers is a constant requirement. Additionally, this position occasionally requires the physical ability to lift, push, and pull medium-weight objects (less than 30 lbs.) with or without accommodation. Flexibility in scheduling is necessary, as the role may include working evenings, weekends, and split schedules.