

DIRECTOR, COLLEGE FOUNDATION

Full-Time, 12-Month, Classified Management Position

IDEAL CANDIDATE

The Ohlone Community College District is looking for a dynamic and accomplished leader to fill the position of Director of the Ohlone College Foundation. The Director will work collaboratively with the College President to design and execute a comprehensive development strategy for the Foundation to support the college's mission and goals as an auxiliary organization. We are looking for an experienced development professional to provide leadership and direction for the Foundation and its Board of Directors, and to advance the strategic goals of the District.

The ideal candidate will have at least five years of full-time senior-level experience in fundraising, and must be committed to the mission of community colleges. A proven track record of cultivating, soliciting and stewarding major gifts is highly desired. The Director must have outstanding interpersonal and intercultural communication skills; exceptional oral communication skill and ability to participate in public speaking events; and demonstrated written communication, research skills and an understanding of finance and investment. The position requires the ability to work collaboratively with the public relations area of the college in order to build successful relationships with donors and volunteers, and with academic and administrative leadership. The ideal candidate will have a Bachelor's or Master's degree from an accredited university in Non-profit Management, General Management, Public Administration, Business Administration or a related field.

POSITION

Reporting to and working in close collaboration with the College President/Superintendent, the Director of the Foundation will design, develop and execute a comprehensive development strategy for Ohlone College's Foundation to support the college mission and goals, which includes seeking grants and endowments from individual donors, and private foundations and leveraging bond funds through a capital campaign drive. The Director provides leadership to the Foundation and its Board of Directors, manages the day-to-day operations including supervision for the foundation staff, directs major fund-raising events and other activities, and works in conjunction with the Director of College Advancement and the College President/Superintendent to advance the goals of the District.

THE DISTRICT

The mission of Ohlone College is to serve the community by offering instruction for basic skills, career entry, university transfer, economic development, and personal enrichment for all who can benefit from our instruction in an environment where student learning success is highly valued, supported, and continually assessed. Ohlone College is a multi-campus single college district, serving the cities of Fremont, Newark and Union City located in the southeast region of the San Francisco Bay Area. Enrollment is 18,000 per year. The student population and surrounding communities represent a highly diverse population. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historic Mission San Jose. The Newark Campus is located near Interstate 880 and emphasizes programs in health sciences, environmental studies, and technology.

FOUNDATION STRUCTURE

The Ohlone College Foundation is an auxiliary organization of the Ohlone Community College District and a 501c3. As such, the College President/Superintendent is responsible for ensuring that all Foundation expenditures are in accordance with the policies of the district governing board, the propriety of all expenditures, and the integrity of financial reporting. (Title 5, Section 72672). The Foundation is responsible for reimbursing the district for services performed by district employees. No more than 50% of the reimbursement may be in the form of non-monetary benefits provided by the Foundation (Title 5, Section 59257(j)(6).)

DUTIES AND RESPONSIBILITIES

Essential Duties:

- Support and partner with the College President to lead all major fundraising initiatives.
- Develop an annual fundraising plan to support the college's strategic plan and program improvement objectives. Specifically, fundraising efforts should focus on supporting college program improvement initiatives, on supporting the college's learning environment in bond construction, and on scholarships for Ohlone students.
- Under the President's direction, develop and implement a multi-year comprehensive development strategy to include financial gifts from individuals, businesses, industry partners, and grants from corporate, foundation and government entities. Enlist the help of the board to implement the development plan.

- Solicit, review and evaluate proposals from potential grantees.
- Monitor and report regularly to the College President on the progress of the development program.
- Prepare and submit statistical and narrative reports; work collaboratively with the Director of Business Services to prepare budget and financial reports; annually update the Foundation self- evaluation and improvement plan (Program Review) and other documents as requested.
- Provide timely and complete expenditure information to the President or designee.
- Oversee selection and ensure the fairness of scholarship selection and awarding processes.
- Coordinate and respond to annual fiscal audits.
- Monitor all donor information; provide and present statistical analysis to the Foundation board and college leadership.
- Develop a strong communication process that aligns with college protocol.
- Supervise and evaluate the work of staff supporting the Foundation.
- Ensure compliance with the district's policies and procedures, union contracts, and applicable state and federal regulations related to fundraising.
- Perform other related work as required.

QUALIFICATIONS*

Education/Experience:

- Bachelor's or Master's degree from an accredited four-year college or university in Non-profit Management, General Management, Public Administration, Business Administration or related field.
- Five years of full-time experience in fundraising in a community college or public higher education institution.
- A proven track record of cultivating, soliciting, and stewarding major gifts.

- Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
- Ability to build successful relationships with volunteers and donors and with the academic and administrative leadership.
- Excellent written communication, research, and organizational skills.

Knowledge of:

- California Community College Mission.
- Title 5 regulations related to California Community College auxiliary organizations.
- Operational characteristics, services and activities of a 501c non-profit organization
- State and federal laws and regulations related to a 501c non-profit organization.
- Management principles and practices including understanding of human resources and requirements.
- Understanding of finance, accounting, endowments, and restricted funds, sufficiently to run the foundation.
- Current trends, research and developments in fund development.
- Principles and practices of Foundation development and administration related to fundraising, planned giving and endowment campaigns.
- Community and business relations.

Ability To:

- Provide professional leadership and direction for the college's foundation.
- View the goals and needs of the foundation within the context of the goals and needs of the college as a whole.
- Oversee and assure high quality Foundation operations.
- Interpret and apply Foundation bylaws, policies and administrative procedures; manage, direct and coordinate the work of assigned staff.

- Select, supervise, train, and evaluate staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Prepare clear and concise administrative reports; analyze problems, identify and propose alternative solutions, project consequences of proposed actions and implement recommendations in support of foundation and college goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques; interpret and apply federal, state, and local policies, procedures, laws and regulations.
- Possess sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel.
- Communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with others.

WORKING CONDITIONS

Ability to work in a standard office environment

Approved: September 2013