



## Executive Development Director

### Management Range 23

Board Approved: 11/14/24

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

## SUMMARY DESCRIPTION

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Under the general supervision of the appropriate administrator, The Executive Development Director is responsible for providing strategic leadership and oversight for all development activities, including fundraising, donor relations, and grant programs. The role involves setting long-term goals for sustainable growth, guiding the organization's overall philanthropic efforts, and ensuring the efficient and effective operation of the Development Department. This position works closely with the Board of Directors and external stakeholders to secure resources that align with the organization's mission.

## REPRESENTATIVE DUTIES

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1. Develop and implement comprehensive fundraising strategies, ensuring alignment with the organization's mission and long-term goals.
2. Oversee the development of key initiatives, including capital campaigns, major gift programs, endowments, and annual giving strategies.
3. Lead long-term planning efforts to identify new opportunities for philanthropic support, ensuring sustainable growth.
4. Cultivate and manage relationships with major donors, corporate partners, foundations, and community stakeholders.
5. Guide the solicitation of major gifts, including revocable intentions and planned giving strategies, ensuring personal engagement with high-value prospects.
6. Oversee donor recognition efforts, ensuring appropriate acknowledgement and stewardship of all contributions.
7. Oversee the identification, writing, and submission of major grants, ensuring compliance with all grant guidelines.
8. Coordinate the development and implementation of corporate sponsorship programs, ensuring alignment with organizational priorities.
9. Monitor the execution of funded projects to ensure that grant deliverables are met in accordance with donor expectations and regulatory requirements.
10. Collaborate with fiscal services to ensure transparency and accountability in all fundraising efforts, including gift reception, investments, and financial reporting.
11. Oversee the preparation of annual reports and presentations to the Board of Trustees and donors, ensuring clear communication of the impact of philanthropic efforts.
12. Ensure compliance with all federal, state, and local laws regarding fundraising, grant management, and financial oversight.
13. Provide strategic direction for the planning and execution of major fundraising events, ensuring alignment with overall organizational goals of the college.
14. Represent the organization at key public events, fostering relationships that lead to long-term partnerships and financial support.
15. Develop and implement marketing and promotional strategies that enhance the visibility of the organization's fundraising efforts.



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16. Supervise and evaluate assigned staff. Coordinate staff development, training, and capacity-building efforts to ensure achievement of department goals.
17. Ensure effective collaboration between the Development Department and other internal departments to enhance fundraising and operational efficiency.
18. Collaborate with the Board of Directors on development initiatives, providing regular updates and strategic recommendations.
19. Serve as the lead staff liaison for the Development Committee of the Board, facilitating active participation in fundraising efforts.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of a foundation, grant management program and fundraising.
- Fundraising techniques, including major gifts, annual giving, capital campaigns, planned giving, endowments, and donor stewardship strategies.
- Principles and practices of grant development, proposal writing and management.
- Principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Principles and practices of program development and administration.
- Principles and practices of financial management and public and non-profit administration.
- Principles and practices of budget planning, development and preparation, proposal development, assembly, submission and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.
- Principles, methods, procedures and strategies of community relations, marketing, promotion, fundraising, Foundation, scholarship and alumni development.
- Planning and implementation of development programs using college and community resources.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive grant management and resource development program.
- Plan, organize, and efficiently manage concurrent demands and meet deadlines.
- Lead teams, groups and meeting.
- Negotiate with funding agents and follow-up on progress of grant activities.
- Plan, organize and direct and coordinate the work of others.
- Develop, implement, interpret and apply a wide variety of governmental and department policies and procedures.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.



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- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work evening and weekends according to event-related scheduling.

#### **Education and Experience Guidelines**

##### **Education/Training:**

- A Master's degree from an accredited college or university.

##### **Required Experience:**

- Five (5) years of progressively responsible experience in grants and resource development including two (2) years in a leadership role.

##### **Preferred Experience:**

- Experience in an educational setting.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional travel for donor cultivation and outreach activities.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.