

**EXECUTIVE DIRECTOR  
ALLAN HANCOCK COLLEGE FOUNDATION**

**DEFINITION**

Under general direction to develop, plan, organize, direct, supervise, and coordinate the college foundation program; to supervise assigned personnel; and to do related administrative duties as required.

**CLASS CHARACTERISTICS**

This is a classified management position. The incumbent in this position reports directly to the superintendent/president. The incumbent will independently performs professional work involving judgment in the interpretation and application of policy and procedures. The incumbent will be responsible for development, including fundraising, community and donor cultivation, campaign development, administration, supervision, fiscal management, planning, event coordination, and evaluation of all foundation activities. The incumbent has a high frequency of responsible contact with the general public, business and community groups, administrative and professional staff, students, and other public/private agencies requiring tact and good communication skills.

**ESSENTIAL FUNCTIONS:**

**Fund Raising Development:**

1. Prepares and implements general development plans and strategies for achieving an annual financial goal established by the foundation board.
2. Provides leadership and support for the community members of the foundation board of directors.
3. Coordinates and provides leadership for campaign development.
4. Organizes and applies resources (including board and volunteers) to achieve fund-raising objectives.
5. Cultivates and maintains a system for the identification and contact of donors and potential donors for soliciting support for foundation programs.
6. Prepares appropriate acknowledgment of donors.
7. Develops deferred and planned giving programs; and provides leadership to establish the foundation as a recognized source for estate planning.
8. Coordinates and supervises fundraising for the scholarship program.
9. Works in coordination with the college grants office to develop foundation related grants.
10. Develops and cultivates community relationships for ongoing in-kind gifts.
11. Develops partnerships through memberships with community and affiliate organizations.
12. Operates and oversees the college alumni association.

**Administration, Supervision, and Fiscal Management:**

1. Works in coordination with the college public relations office to further the awareness and enhance the image of the college and the foundation.
2. Develops and implements appropriate activities to publicize the work of the foundation including the preparation of copy for printed materials and an annual report and newsletters.
3. Attends all meetings and social functions related to the Foundation Board of Directors, and support committees.
4. Actively participates in community activities and represents the foundation at events.
5. Attends all college meetings relative to the foundation and reports at college Board of Trustee

- meetings.
6. Supervises office personnel; hires and terminates staff.
  7. Researches and makes recommendations regarding staffing and staff salaries.
  8. Provides leadership and support for foundation staff to integrate with college staff on special projects.
  9. Reviews and authorizes allocation of funding.
  10. Approves purchases and/or financial obligations; maintains constituent database.
  11. Prepares and approves all board documentation and constituent solicitations.
  12. Updates personnel handbook and director's handbook.
  13. Prepares board and committee agendas, minutes, and reports in consultation with the college president, foundation president, secretary, and/or chairpersons; and works closely with the foundation and officers in all procedural matters.
  14. Performs other duties as the President, Executive Committee or Board of Directors request.
  15. Provides portfolio reports, financial reports, donor reports, and contribution reports.
  16. Tracks campaign contributions and makes the appropriate allocation of funding as stated by donors.
  17. Provides monthly updates to the investment and executive committee of the foundation and annual reports to donors.
  18. Oversees and coordinates the fiscal activities of the foundation; supervises foundation fiscal technician.
  19. Participates in professional organizations and training.

**Qualifications:**

Bachelor's degree or equivalent;  
Demonstrated initiative and creativity in college or other nonprofit advancement programs;  
Significant experience with a college or private foundations or development experience in an educational institution;  
Management level experience including supervising staff and budget/accounting procedures;  
Demonstrated knowledge and experience with foundation board leadership, donor cultivation, campaign development, successful fundraising, and major gift solicitation, event planning and planned giving instruments;  
Experience working in higher education is desirable;  
Effective oral and written communication skills.

**Other Requirements:**

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

**Physical Demands:**

Typically may sit for extended periods of time.  
Operates a computer keyboard  
Communicates over the telephone and in person.  
Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

**Working Conditions:**

May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.  
Duties are primarily performed in an office environment, at a desk or at a computer terminal.  
The incumbent will experience interruptions while performing normal duties during the regular workday.  
The incumbent will have regular contact, in person or on the telephone, with the general public, college executive, management, supervisory, academic and classified staff and  
Work requires travel to other offices or locations to attend meetings or conduct work.

**SPECIAL QUALIFICATION**

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

R4/10  
R5/09 IFAS Range Adjust  
R8/01  
06/93