

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **EXECUTIVE DIRECTOR OF THE FOUNDATION**

Las Positas College  
Management Class Specification

*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.*

### **MANAGEMENT RESPONSIBILITY**

The Executive Director of the Foundation is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions to policies or procedures through his or her reporting authority and/or by serving on District-wide management councils.

### **GENERAL DESCRIPTION**

The Executive Director of the Foundation is responsible for the planning, development, quality, implementation, supervision, and evaluation of all Foundation programs and activities including but not limited to general fundraising, major capital campaigns, planned giving programs, establishing and maintaining relationships with business and industry leaders for purposes of supporting the college, and the conduct of various events designed to raise funds or advance the image of the college in the community. The Executive Director of the Foundation reports directly to the College President.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.*

The Executive Director of the Foundation shall:

1. Be responsible for the development, management and overall leadership of the Las Positas College Foundation.
2. Recruit and provide orientation and training for the Foundation Board of Directors who are prominent and responsible community and business leaders interested in providing and raising funds for the support of Las Positas College educational and student programs and activities, scholarships, and capital outlay needs.
3. Regularly consult with College departments, faculty, staff and students to identify college programs and activities requiring financial and other support of the College Foundation.
4. Develop strategic and annual operating plans for the College Foundation and its fundraising programs and activities.

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***Executive Foundation of the Foundation (Continued)***

5. Develop and implement a wide variety of fundraising programs and activities including, but not limited to, general fundraising solicitation, fundraising events and planned giving, and capital campaigns.
6. Develop partnerships with government agencies, civic and philanthropic organizations, foundations, trusts, business organizations and councils for purposes of fundraising and advancing the image of the college in the community.
7. Represent the College at meetings of the Chabot-Las Positas Community College District Foundation, the Chabot College Foundation, Chambers of Commerce, and various other civic and business-related councils and organizations for purposes of fundraising and advancing the image of the college in the community.
8. Develop, implement and administer policies and procedures for the operation of the College Foundation Office. Recruit, select, supervise, manage and evaluate the College Foundation Office staff and budgets.
9. Maintain and enhance relationships with former students and alumni through correspondence and periodic newsletters for purposes of general fundraising.
10. Prepare and publish an annual report summarizing College and Foundation accomplishments and awards, and the results of Foundation fundraising and other activities.
11. Assure compliance with all pertinent federal, state and local laws and regulations applicable to fundraising programs.
12. Coordinate the efforts of outside legal, investment, fundraising, research and other consultants needed to ensure the success of Foundation programs and activities.
13. Exercise appropriate fiduciary oversight of Foundation assets, trust agreements, endowments, and gift acceptance and investment policies.

**MINIMUM EDUCATION & EXPERIENCE**

*Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Experience: Three or more years of demonstrated successful experience in the planning, development, and implementation of general fundraising and capital campaigns for private or public organizations or foundations.

Education: Bachelor's Degree or higher from an accredited institution.

**NOTE:** This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

**APPOINTMENT**

The Executive Director of the Foundation shall be selected by the Governing Board upon the nomination of the District Chancellor.