

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

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## **EXECUTIVE DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

### **CHABOT COLLEGE CLASSIFIED 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 Institutional Advancement 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 and college policies by making appropriate recommendations for improvements or additions to policies or procedures through his or her reporting authority and/or by serving on college and District-wide management councils.

#### **GENERAL DESCRIPTION**

The Executive Director of Institutional Advancement provides leadership and strategic direction for the long-term financial support of the College from sources external to the College's regular funding through effective performance in the areas of identifying and developing funding sources; cultivating and soliciting voluntary fund sources; and managing, allocating, safeguarding and accounting for development funds. The position is responsible for the overall planning, development, quality, implementation, supervision, and evaluation of all Foundation and Grant programs and activities including but not limited to general fundraising; fund-oriented strategic planning; alumni development; major gift development; planned giving; external communications, events management and community engagement; pre- and post-award coordination and technical assistance for all college grant applications; maintaining relationships with college partners, and the conduct of various events designed to raise funds or advance the image of the college in the community. The Executive Director of Institutional Advancement reports directly to the College President.

The Director of Institutional Advancement ("Director") also serves as the Executive Director of the Friends of Chabot Foundation ("Foundation E.D.") and carries out all duties of that position, as set forth in the Foundation's by laws. In performing as the Foundation E.D., the Director is responsible to stay within the hours dedicated to the Foundation, as determined by the College, and maintain clear records of the work performed on behalf of the Foundation.

#### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

The Executive Director of Institutional Advancement shall:

1. Be responsible for the development, management and overall leadership of the Chabot College Foundation and Grant Development Office.

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2. Develop and maintain partnerships with government agencies, civic and philanthropic organizations, foundations, trusts, business organizations and councils so that the College is strategically positioned for the purposes of fundraising and responding to new funding opportunities that support the College's programs and initiatives and advance the image of the college in the community.
3. Assist the current Foundation President in the recruitment of a Foundation Board of Directors who are prominent and responsible community and business leaders interested in providing and raising funds for the support of Chabot College educational and student programs and activities, scholarships, and capital outlay needs.
4. Participate in the initiation and implementation of new ventures (e.g., new educational programs and partnerships with other entities) that fulfill the mission of the College.
5. Provide leadership in shaping funding plans and grant proposals to meet institutional funding needs while matching them to the requirements of funding agencies and donors.
6. Develop and implement a wide variety of fundraising programs and activities including but not limited to general fundraising solicitation, grants, fundraising events, planned giving, and capital campaigns.
7. Review marketing trends, existing and potential organizational resources, industry factors, regulatory impacts, financial analysis and statistical indicators to develop funding plans for fundraising campaigns and competitive grant proposals that support the Educational Master Plan and College Strategic Plan.
8. Review federal, state and local legislation to determine possible impact on college interests and work with members of the College's senior administration to develop strategies that proactively respond to legislation as it is promulgated.
9. Regularly consult with College departments, faculty, staff and students to identify college programs and activities requiring financial and other support from the College Foundation and Grant Development Office.
10. Plan and coordinate meetings between college staff and potential partners to discuss funding proposals and partnership agreements.
11. Maintain and enhance relationships with alumni through correspondence, periodic newsletters for purposes of general fundraising and alumni programming.
12. Represent the College at meetings of the Chabot-Las Positas Community College District Foundation, the Las Positas 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.
13. Develop, implement and administer policies and procedures for the operation of the College Foundation and Grant Development Office that improve productivity and efficiency in developing, implementing and managing externally funded programs.
14. Support the Foundation Director in exercising appropriate fiduciary oversight of Foundation assets, trust agreements, endowments, and gift acceptance and investment policies.
15. Assure compliance with all pertinent federal, state and local laws and regulations applicable to fundraising programs and grants.
16. Recruit, select, supervise, manage and evaluate the College Foundation and Grant Development Office staff and budgets.

17. Coordinate the efforts of outside legal, investment, fundraising, research and other consultants needed to ensure the success of Foundation and grant programs and activities.
18. Prepare regular reports for the Senior Management, President, Board of Trustees, and the college community.
19. Prepare and publish an annual report summarizing College and Foundation accomplishments and awards, and the results of Foundation fundraising and other activities.
20. Contribute to the development of strategic master plans and other long-range planning efforts consistent with the College's Mission, Vision and Values.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Bachelor's Degree or higher from an accredited institution. A Master's degree is desirable.

#### **Experience:**

Three or more years of demonstrated successful experience related to the assignment, which includes working collaboratively in the planning, development, and implementation of general fundraising, grants, and capital campaigns for private or public organizations or foundations

### **PHYSICAL ACTIVITIES 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.*

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

Adopted by Board of Trustees on: December 4, 2018  
Effective: December 5, 2018  
Job Family: Classified Administrator/Management