

Executive Director, Foundation

Porterville College

Kern Community College District

JOB DESCRIPTION

Definition

In consultation with the Porterville College (PC) Foundation Board and under the administrative direction of the College President, the Foundation Executive Director manages and administers the operation of the PC Foundation, including advancement, fundraising, and nonprofit administrative activities. The Foundation is a 501c (3) auxiliary organization dedicated to supporting Porterville College and its programs. The Executive Director plans, participates in the budget process, implements and evaluates comprehensive activities to raise, acknowledge, steward and distribute gifts from the private sector to the College. The Executive Director provides strategic leadership for the Foundation's fundraising and resource development efforts, including comprehensive fundraising campaigns, donor cultivation and stewardship, grant development, major gifts, planned giving, sponsorships, and other philanthropic initiatives that advance the mission and strategic priorities of the College and Foundation. The Executive Director position will provide support to the Foundation Board of Directors and will serve to improve the visibility of the college and the foundation in the community through donor engagement, community partnerships, and outreach activities. Additionally, the Executive Director responds to inquiries from college departments, the community, and/or external agencies and supervises administrative services professional, paraprofessional student, and technical/support staff.

Examples of Duties

1. Working in close collaboration with the Foundation Board the Director of the Foundation will lead the development and implementation of a comprehensive development strategy for the College's Foundation to support the college mission and goals, which includes seeking grants and endowments from individual donors, and private foundations, while cultivating philanthropic partnerships and donor relationships.
2. Develops, recommends, and administers policies, procedures and processes in support of Foundation goals and operations, in accordance with relevant legal parameters, and monitors compliance with approved Foundation policies, procedures and processes.

3. Develops 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, the college's learning environment, and student scholarships, including donor database management, donor acknowledgement, donor stewardship communications, and Foundation advancement communications.
4. Oversees private fundraising for the college, including engagement with individual donors, businesses, industry partners, and corporate, foundation, and government entities.
5. Serves as staff co-chair of the annual campus scholarship application and selection process and shares responsibility with the Financial Aid Director for the planning, administration, and management of the Foundation scholarship application and recipient selection process. Oversees the Foundation's donor-funded and endowed scholarship program, including the development and administration of scholarship funds and agreements, ensuring donor intent, endowment requirements, Foundation policies, and applicable laws and regulations are upheld. Collaborates with the Financial Aid Director and other college departments in the administration of Foundation scholarship awards.
6. Oversee donor information; enhance alumni relations, prepare and present statistical, narrative, and operational reports; collaborate with the Vice President of Finance & Administrative Services in the development of the Foundation budget and support Foundation reporting to the Foundation Board and college leadership in collaboration with appropriate accounting personnel.
7. Supports and coordinates Foundation Board and designated Board committee operations; develops agendas, related documentation and oversees the preparation and maintenance of official board and committee records to facilitate effective Board governance.
8. Represents the Foundation through participation in a variety of meetings, committees, task forces and other related groups to communicate and advance Foundation initiatives both on and off campus. Oversees scholarship selection and award processes in collaborations with the Scholarship Committee to promote consistency, donor intent, and equitable program administration.
9. Supervises Foundation professionals, paraprofessionals, technical/support, administrative, student, temporary and/or classified staff. Hires, trains, disciplines and recommends dismissal of staff as necessary, and develops and

administers Foundation personnel policies, employment practices, employment administration, and related human resources functions in accordance with applicable laws and Foundation requirements.

10. Provides administrative oversight and direction to the Swap Meet Supervisor and Swap Meet personnel; ensures compliance with District policies, applicable laws, and safety regulations; oversees budgeting, financial accountability, vendor relations, facility use, customer service, marketing, and special events; and evaluates operational effectiveness to maximize revenue generation and community engagement.
11. Represents the Porterville College Foundation at community events, civic organizations, business and industry meetings, donor functions, and public engagements to strengthen community partnerships, increase Foundation visibility, cultivate prospective donors, and promote the College's mission.

Qualifications

- Requires a Bachelor's Degree
- Three years of professional-level fundraising, advancement, nonprofit leadership, or Foundation administration experience preferably at the director level; experience in Foundation Board development, annual giving, foundation and corporate relations, donor stewardship, personal solicitation of major gifts, capital campaign planning and implementation, volunteer training and planning is required.
- OR, in lieu a Master's degree with one year of qualifying experience.
- Preferred degrees from an accredited college or university, preferably in communications, business, public administration, nonprofit management, education, marketing, or a related field, or the equivalent.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Effectively lead or manage a nonprofit organization and/or foundation operation;
- Interpret and apply applicable laws, regulations, policies, and governance requirements;
- Speak in public, present information, facilitate group discussion, influence and negotiate effectively;

- Analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations in support of organizational goals;
- Effectively direct multiple advancement and fundraising initiatives in support of college priorities;
- Develop and maintain effective relationships with diverse members of the community, business and industry, College leadership, District board of Trustees, Foundation Board of Directors, staff volunteers, donors, and community partner;
- Work with individuals from diverse academic, socioeconomic, cultural and ethnic backgrounds including faculty, staff, students and community members;
- Utilize technology and information systems for communication, data gathering and reporting activities;
- Communicate effectively through oral, written, digital and social media platforms.

Working Conditions

Environment: Office, campus, and community and event settings, including Board and committee meetings, fundraising events, outreach activities, scholarship programs, and other Foundation operations both on and off campus.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to occasionally lift up to 25 pounds.
1	Ability to occasionally carry up to 25 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)