

**Director, Foundation and
Institutional Development
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

The Director, Foundation and Institutional Development, reports to the President, and is a voting member of Administrative Council. The Director plans, directs, and develops a comprehensive advancement program among alumni, the community, corporate donors, and individual friends of the College; develops method and systems to provide for private corporate and foundation development, corporate giving, estate gifts, annuities and trust funds, and other methods of support for the College; oversees Foundation fund raising activities; and plans all donor, corporate and foundation contracts. Develops procedures and oversee all gifts, donations, and funds generated by any college unit. Coordinates private grant prospecting and participates, when appropriate, with public grant applications and/or administration.

Examples of Duties

1. Develop annual goals and objectives for the Foundation.
2. Develop and establish project campaigns.
3. Establish fund raising priorities.
4. Assist and train other College staff to support and promote College fund raising efforts.
5. Coordinate plans associated with preparing, submitting and monitoring external grant applications to private foundations and corporations.
6. Oversee staff development on how to effectively prepare for private grant project and resource development.
7. Oversee and monitor accounting for Foundation proceeds and comply with Federal and State laws and regulations.
8. Oversee endowment accounts and investment management.

Minimum Qualifications

- Master's degree from an accredited college university, or the equivalent.
- Three years of progressively responsible relationship and development experience; proven success in individual, foundation, and/or corporate fund raising; demonstrated leadership and administrative skills; excellent public relations, communications, and interpersonal skills; experience in and a commitment to public higher education and a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Knowledge of the mission of community college-particularly California Community Colleges, of laws of federal, state and local governments, of the policies of the Kern Community College District, of instruments of planned and deferred giving, of proven fund raising techniques.
- Knowledge and understanding of business principles including accounting and cash flow management.
- Strong planning, problem solving, and organization skills.
- Demonstrated ability to manage people, resources, and stakeholders.
- Demonstrated ability to collaborate with agencies, institutions, and stakeholders at local, regional, state and national levels.
- Demonstrated ability to work independently and set goals and objectives for units that fall within the scope of this position, ultimately supporting college's goals.

Ability to:

- Ability to direct and facilitate grant application plans.
- Ability to lead and demonstrate techniques associated with developing collaborative and effective partnerships.
- Ability to manage people and processes, to work as a team member with diverse groups, to be flexible but firm in support of areas under one's administration, to work with large community groups, to direct volunteers, to communicate clearly both orally and in writing.
- Ability to direct, organize and provide encouragement to a diverse group and staff.

Working Conditions

Environment: Office

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

Often—51-75 percent = 3

Occasional—25-50 percent = 2

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 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 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)