



West Valley - Mission

Community College District

CLASS SPECIFICATION

EXECUTIVE DIRECTOR, ADVANCEMENT

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 30

DEFINITION

To provide leadership and to plan, organize, direct, and review the activities and operations of the advancement foundation; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the Chancellor.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chancellor.

Exercises direct supervision over assigned technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, and implement division goals and objectives; recommend and administer policies and procedures.

Coordinate division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Board of Trustees; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the advancement foundation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; review all bank account and investment statements.

Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Work with the Chancellor and advancement foundation board to identify and develop relationships with external individuals and organizations that may provide private funds, in-kind support and/or related partnerships with the colleges.

Prepare and disseminate information and promotional material to district and college staff to acquaint them with potential funding and local philanthropy trends; provide individual and small group assistance to faculty and staff in the development of strategy, proposals and applications for private funding.

Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of fundraising, including major gifts, capital campaigns, foundation and corporate solicitation, special events, and planned giving.

Principles and practices of marketing for non-profit organizations and educational institutions.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal laws, rules and regulations.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct, and control the administration and operations of the advancement foundation.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer division budgets.

Develop and implement division policies and procedures.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply district and division policies, procedures, rules and regulations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in fundraising in the non-profit sector, including two years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 1, 2016

Date Revised: July 31, 2020