

DIRECTOR OF FOUNDATION  
SENIOR DIRECTOR OF FOUNDATION

DEFINITION

Plans, organizes, and directs the activities of the foundation at a college or the District Office by identifying and soliciting funds from private individuals, corporations, and foundations and administering the business affairs of the foundation.

TYPICAL DUTIES

- Develops and implements a comprehensive strategic fund-raising program with specific long-term and short-term goals and objectives which reflect the organizational priorities.
- Plans and coordinates events aimed at donor prospects including alumni, retired staff, and special target groups.
- Develops and administers the annual budget for foundation operations ensuring compliance with Foundation Articles of Incorporation and Bylaws.
- Manages the business affairs of the foundation, including supervising staff, authorizing financial transactions, executing and administering contracts, and overall funds management.
- Prepares written proposals and reports with recommendations and analyses.
- Assures compliance with all federal, state and local laws, relevant contractual obligations, and recognized accounting and reporting standards applicable to fundraising.
- Identifies and solicits sources of funding including private individuals, corporations, and foundations.
- Develops and implements strategies for volunteer leadership and enhanced community involvement in fund raising activities.
- Designs and writes fund development informational literature.
- Trains foundation board members on the duties and responsibilities associated with board membership.
- Assists administrators, foundation Board of Directors, and other key individuals in planning and managing specific campaign activities.
- Develops and maintains systems of prospect management and research, and donor relations.
- Recruits, organizes, and directs the efforts of volunteers in fund-raising activities.
- Attends and participates in various on-site and off-site administrative and committee meetings, workshops, and conferences to gather information and identify foundation goals.
- Represents the foundation to the external community.
- Makes oral presentations as requested.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **Director of Foundation** plans, organizes, implements, and directs a comprehensive fund-raising program at a college or the District Office by identifying and soliciting funds from private individuals, corporations, and foundations and administering the business affairs of the foundation.

A **Senior Director of Foundation**, in addition to the duties of a Director of Foundation, coordinates joint activities among all District foundations which may include the areas of asset and resource administration, donor development, and fundraising; conducts District-wide operational research and analysis of foundation activities, and provides recommendations, advice, and guidance on transitional issues and future direction of foundations within the District. **Special Note:** This is a limited term position of six months to accommodate both the transition of the District-wide Foundation from contracted to internal management and impending reorganization.

A **Foundation Development Officer** provides assistance in the planning and coordination of the activities of the foundation at a college or the District Office which involves identifying and soliciting funds from private individuals, corporations, and foundations.

## SUPERVISION

General direction is received from an academic or classified administrator. General supervision may be exercised over assigned professional, technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of effective fund development strategies
- Principles and practices of budget preparation and administration
- Professional ethical standards and practices as identified and agreed to by the National Society of Fund Raising Executives (NSFRE), the National Committee on Planned Giving (NCPG) and the National Council on Resource Development (NCRD)
- Principles of organization and management
- Community relations and community outreach
- Federal, state, and local laws, codes, and regulations related to foundations and gift receipts
- District organization, operations, policies, and procedures
- Los Angeles County community and business resources available to the college
- World Wide Web and Internet environments
- Capabilities of common and specialized donor management computer applications
- Principles of supervision and training
- Organization and management of records

### Skill in:

- Interpersonal relationships
- Presenting concepts verbally and in writing
- Art of persuasion

Ability to:

Plan, develop, implement, and direct a comprehensive strategic fund-raising program  
Obtain, organize, and develop fund-raising material for audiences of varied interests  
Interpret and apply federal, state, and local laws, codes and regulations related to foundations and gift receipts  
Ensures that foundation operations comply with applicable laws and reporting standards  
Prepare comprehensive reports including complex financial statements and foundation reports  
Establish and maintain effective working relationships with administrators, faculty, students, and the community  
Anticipate conditions, plan ahead, and establish priorities  
Communicate clearly and concisely, both orally and in writing  
Supervise, train, and evaluate assigned staff  
Travel to off-site events and meetings  
Learn specialized computer applications

**ENTRANCE QUALIFICATIONS**

Education and Experience:

Graduation from a recognized four-year college or university **AND** five years of full-time, paid or unpaid professional-level experience in fund development or related field with a public or private agency. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis. Experience in an institution of higher learning is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days after appointment.  
Travel throughout the District is required.

**Reasonable Accommodation**

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.