



**FOUNDATION DEVELOPMENT OFFICER**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M3	08/01/2015	Classified	1 of 2

**DEFINITION:** Under general direction, the Foundation Development Officer fosters focused relationship building and major gift cultivation and solicitation efforts to serve the needs of the Contra Costa Community College District (Contra Costa College, Diablo Valley College, and Los Medanos College). As part of a District-wide advancement team, the Foundation Development Officer is responsible for working with individual and corporation prospects and donors in support of the programs at the three colleges.

**DISTINGUISHING CHARACTERISTICS:** The Foundation Development Officer is responsible for increasing philanthropic support of one or more of colleges that comprise the Contra Costa Community College District. This includes participating in the creation of annual and long-term development and stewardship plans, and having direct responsibility for the identification, cultivation, solicitation, and stewardship of individual and corporate prospects and donors.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Establishes and manages a large portfolio of donors and prospective donors, and designs successful cultivation and solicitation strategies.
- Conducts essential interviews with prospects and donors on a continual basis.
- Identifies, cultivates, solicits, and stewards high-level annual fund donors.
- Develops and implements strategies to attract high-level annual fund donors.
- Prepares and presents reports to college and District administration.
- Participates in stewardship activities that foster relationships with current donors.
- Works with foundation board members and the Executive Foundation Director to assist in meeting fundraising responsibilities.
- Develops strong working relationships with college presidents, deans, department chairs, and faculty and provides counsel and coordination of their development efforts.
- Accompanies District and college administrators, faculty, and/or volunteers on cultivation and solicitation calls.
- Supervises, trains and evaluates staff and conducts or participates in their selection.
- Coordinates prospect management with the Foundation Advancement Manager.
- Develops and implements an effective program for recognition, involvement and stewardship of major gift donors.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:**

- The methods of, and best practices for, developing and maintaining effective relationships with donors, preferably in a higher education setting.
- Federal, state, and local laws, codes and regulations related to Foundations and gift receipts.
- Capabilities of common and specialized donor management computer applications.
- Organization and management of records.

**Ability To:** Perform and implement duties and functions above. Required abilities also include but are not limited to:



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- Determine how best to develop and maintain effective relationships with donors, and determine how and when a prospective donor can be successfully solicited for a gift.
- Relate well to, and understand the needs and interests of donors in order to develop or strengthen relationships between them and the colleges.
- Participate in all aspects of the gift cycle.
- Communicate effectively, both orally and in writing.
- Translate sometimes complex work of the colleges for general audiences.
- Work under pressure of established timelines and deadlines.
- Travel locally and work evening and weekend hours, as needed.
- Train and supervise personnel.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff.

**Education/Training:** Possession of a Bachelor’s degree from an accredited college or university, or the equivalent.

**Experience:** Three (3) years of experience in major gift fundraising or high-end annual giving. Higher education experience is highly desirable.

**License/Certification:** Ability to obtain and maintain a Class “C” California Driver’s license and acceptable driving record.

**Actions:** Newly created classification adopted by the Governing Board on 07/22/15