

San Diego Community College District

CLASSIFICATION DESCRIPTION

Classification: Executive Development Officer
Working Title: Vice Chancellor, Development and Entrepreneurship
Unit: Executive Management

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Job Code: C8450
Original Date: 08/2022
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Exempt
Salary Range: 4

DEFINITION

Under the leadership of the Chancellor and in accordance with the goals of the District, the Executive Development Officer plans, organizes, directs, administers, reviews, and evaluates the District's comprehensive development and entrepreneurship programs. Areas of responsibility including leadership for a District auxiliary or foundation organization, resource and fund development, major gifts, donor relations, fundraising, gift giving, grants, community engagement, and related investments in District and college programs and developing contract and fee-based education opportunities. The Vice Chancellor provides executive leadership in accordance with the District's Educational Master Plan and strategic plan goals and objectives. The Vice Chancellor serves as the Acting Chancellor in the absence of the Chancellor as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Vice Chancellor/Executive Officer is assigned to executive District administrators responsible for major functions which have substantial districtwide impact, including policy development and implementation. Incumbents report directly to the Chancellor and serve in the Chancellor's Cabinet.

EXAMPLE OF DUTIES

1. Develop, implement, manage, coordinate, and lead the District's comprehensive development programs and Auxiliary or Foundation organizations in identifying and securing fundraising and gift giving, grants, community and industry partnerships, and related activities in a manner supporting participatory governance, access and inclusion for diverse communities and stakeholders, and the District's Educational Master Plan.
2. Lead the District in establishing priorities, goals, and objectives for the districtwide development program and provide strategic leadership and guidance to the Colleges' development programs within the District's overall strategic plan for fund and grant development; implementing strategies to increase community awareness and support for the District's programs, services, and activities; and enhancing the District's profile for future investments, donations, and grant awards.
3. Research, identify, and develop major and annual gifts, donations, investments, and related support for districtwide programs and activities; build and maintain positive and sustainable relationships with organizations and individuals related to the development program.
4. Routinely evaluate the District's development program performance, progress towards goals and objectives, identify opportunities to increase productivity and performance, develop and implement strategies to improve performance, and provide executive reports to Chancellor's Cabinet and the Board of Trustees.
5. Plan, organize, and host events, meetings, and introductory programs to engage financial supporters in District and College events, introduce and connect stakeholders, recognize significant contributions and outcomes, and increase awareness of the District's development and Auxiliary and Foundation programs.
6. Direct and support grant application procedures, including leading or coordinating with research offices to prepare and submit applications, measure progress and performance, ensure compliance, and provide reports as needed.

7. Evaluate program and organizational structure, policies, procedures, and operations to identify and implement improvements in effectiveness, efficiency, and equity of outcomes; ensure operations meet legal requirements.
8. Represent the District in local, State, and national committees, workgroups, and meetings.
9. Serve as a key adviser to the Chancellor, Board of Trustees, and executive managers on policies, procedures, and management issues related to assigned areas of responsibility and to promote equity, inclusion, and accessibility for the District's diverse stakeholder communities.
10. Review and recommend legislation and advocacy priorities impacting assigned areas of responsibility which could benefit the District and its students, faculty, and staff; maintain liaison with appropriate government agencies and local, State, and national organizations.
11. Plan, organize, implement, direct, administer, review, evaluate, and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and ensure legal compliance and integrity in a manner promoting equity, inclusion, and access for the District's diverse student, employee, and stakeholder communities.
12. Manage financial resources within assigned areas of responsibility to ensure expenditures are within revenue projections, budgets are developed timely and implemented effectively, allocation and use of resources are equitable and support the District's DEIA-related goals and objectives, and to ensure continuity of operations and services.
13. Provide timely and effective communications to District and College students and employees; donors and financial supporters; industry partners; federal, state, and local agencies; auditors; the California Community Colleges Chancellor's Office, and others as necessary for effective program operations.
14. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, State, local, and District regulations and policies; provide routine and timely communications to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
15. Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
16. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
17. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.

18. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility.
19. Lead other operational areas and perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations
California Education Code and Title V regulations and laws, regulations, and statutes applicable to assigned areas of responsibility
Principles of effective participatory governance processes and engagement
District policies and procedures
Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations
Effective communication methods, techniques, and modes to engage with diverse stakeholder communities
Principles and practices for effective operation of development programs including gift giving, solicitation, stewardship, donor recognition, and program administration
Principles and practices for effective entrepreneurship and fee-based educational programs
Local, regional, statewide and national trends and issues within higher education and the fundamental role of community colleges in higher education
Professional and ethical standards and practices as administered by the Association of Fundraising Professionals, Partnership for Philanthropic Planning, and Council on Resource Development
Effective communication, public relations, and marketing methods, techniques, and modes related to development and investment programs, donor recognition, and community awareness
Principles, concepts, operations, and processes in grant development and administration, accounting, auditing, budget development, and financial management
Enterprise technology platforms, applications, and services
Modern office practices, procedures, and equipment, including computer hardware and software
Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities

Skills and Abilities:

Strategic planning, action, and leadership
Communicating and gaining support for the District's mission, vision, and values
Leading effectively through participatory governance and in collaboration with diverse stakeholders
Communicate effectively through multiple modalities with diverse internal and external stakeholders
Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws
Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices
Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff
Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback
Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations

Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility
Manage, coordinate, and lead in planning/research, evaluating, monitoring, maintaining, and expanding development and entrepreneurship programs in a community college district
Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences
Create a culture of shared accountability for effective performance within assigned areas

Training and Experience:

Any combination of training and experience equivalent to: a Master's Degree from an accredited college or university and six years of increasingly responsible supervisory or management experience related to the duties of this position and two years in an administrative capacity.

Possession of a fundraising professional certification (e.g. Advanced/Certified Fund Raising Executive) is preferred.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Occasional travel to District campuses, training events, conferences, and assigned events.