

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Director, Development and Entrepreneurship

**Unit:** Management

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**Job Code:** C2020  
**Original Date:** 07/2022  
**Last Revision:** 07/2022  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 18

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### **DEFINITION**

Under the general supervision of the College President or assigned manager, the Director, Development, and Entrepreneurship manages, supervises, and administers the daily operations of a college foundation, resource and fund development program, and/or entrepreneurship program. The Director is responsible for participating in the development of and leading implementation of a comprehensive strategic advancement program to establish and expand fundraising, gift giving, grants, community engagement, and related investments in College and District programs.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification lead and manage the College's resource development programs, including executive leadership for the Foundation. Operating with a high degree of independence, the Director works collaboratively and cooperatively with College and District managers and external stakeholders to coordinate activities and programs with District Office and other College development offices and foundations. Incumbents are responsible for creating and supporting a culture of philanthropy, entrepreneurship, and advocacy in support of College and District programs and student communities.

### **EXAMPLE OF DUTIES**

1. Plan and direct the College's development programs and Foundation in identifying and securing fundraising and gift giving, grants, community and industry partnerships, and related activities.
2. Participate in establishing priorities, goals, and objectives for the development program at the assigned College within the District's overall strategic plan for fund and grant development; implementing strategies to increase community awareness and support for the College's programs, services, and activities; and enhancing the College's profile for future investments, donations, and grant awards.
3. Research, identify, and develop major and annual gifts, donations, investments, and related support for College programs and activities; build and maintain positive and sustainable relationships with organizations and individuals related to the development program.
4. Routinely evaluate the College'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 College and District leadership and the Board of Trustees.
5. Plan, organize, and host events, meetings, and introductory programs to engage financial supporters in College and District events, provide campus tours, introduce and connect stakeholders, recognize significant contributions and outcomes, and increase awareness of the College's development 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. Develop and facilitate training activities for College and District employees and external stakeholders on grant writing, resource development, fundraising, donations, relationship building, program management, and evaluation.
8. 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.
9. Administer student scholarship programs including fund management, award procedures, data collection and maintenance, and collaborate with the District's Chief Business Officer and designees to ensure proper accounting, reporting, and auditing.
10. Provide daily leadership and management for assigned staff, Foundation Board members, and volunteers, including recruiting and orienting new Board members; assisting with the recruitment, coaching, and development of new directors; and working with College and District leaders to advance development and entrepreneurship.
11. Oversee financial responsibilities and fiduciary management of Foundation assets; manage program and Foundation budgets, accounting, and expenditures; and ensure compliance with applicable laws, regulations, policies, and procedures.
12. 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.
13. Plan, organize, direct, supervise and lead daily development operations, 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.
14. Proactive participation in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance Foundation, development, and entrepreneurship program strategic objectives and effective operations.
15. Utilize technology resources effectively to automate routine processes and procedures and implement digital communication and marketing strategies; evaluate and recommend changes in technology resources to improve operations; and ensure use of technology resources results in equitable services and outcomes for diverse communities.
16. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, 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 of diversity, equity, inclusion, and accessibility; promote staff diversity, and create an inclusive culture in Foundation, development, and entrepreneurship programs.
19. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of California Education Code and Title V.
- Federal, state, and local laws, regulations, and codes related to Foundations, development, and gift giving.
- Principles and practices for effective operation of a development program including gift giving, solicitation, stewardship, donor recognition, and program administration.
- 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.
- Technology systems, programs and resources related to effective development and entrepreneurship programs.
- District organization, operations, policies and objectives.
- Grant development, including researching funding opportunities, project planning, management, assessment, and evaluation techniques.
- Principles and practices of effective and equitable organizational leadership and management.

#### Skills and Abilities:

- Relationship building and communications with diverse stakeholders and communities.
- Understand, evaluate, and provide strategic input on the impact of proposed and enacted changes in laws, regulations, programs, guidelines, and effective practices impacting development activities, grants, and entrepreneurship objectives.
- Provide training, professional development, and professional growth to assigned staff.
- Conduct internal and external environment analyses to inform strategic planning processes.
- Develop and implement effective development and entrepreneurship policies, procedures, and activities.
- Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
- Maintain appropriate professionalism in stressful situations.
- Communicate effectively with diverse stakeholders, orally and in writing.
- Establish and maintain effective working and professional relationships with individuals from diverse communities.
- Maintain accurate records and produce detailed, thorough, and accurate statistical analyses and reports.
- Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to development programs.
- Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
- Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.
- Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's Degree and five years of direct work experience in a leadership position with responsibility for private resource development including annual, capital, and planned giving and event fundraising, preferably with a non-profit 501(c)(3) organizational. Experience in higher education in the areas of grants development, fundraising, and/or advancement is preferred.

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

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.