

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director of Resource Development

Unit: Management

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Job Code: C3027
Original Date: 02/2013
Last Revision: 05/2018
Staff Type: Classified
FLSA status: Exempt
Salary Range: 16

DEFINITION

Under the general supervision of the College President, provide leadership and direct the development and implementation of a comprehensive strategic plan for both private and public resource development. The Director is responsible for planning, organizing, implementing, and coordinating activities to assist the college in achieving its vision and mission, including the cultivation of grants, grant management, Foundation fundraising, endowments, planned giving and assets, and community engagement.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification lead and manage the College's grants and resources development projects, including the Foundation. The Director will work with all levels of supervisors and management, including the Foundation Public Directors, Foundation Executive Director, and Vice President of Administration.

EXAMPLE OF DUTIES

1. Provide college leadership in the cultivation of external resources and grant development, management, stewardship, and evaluation. Coordinate, facilitate, manage, organize, and implement the College's grant and external resource development function.
2. Develop annual goals and objectives and long-term fundraising goals, plans, and strategy; direct their implementation; monitor and manage progress; and evaluate and assess results.
3. Manage cultivation and solicitation of major and planned gift prospects and engage and inform the President, Vice Presidents, Deans, faculty, and staff in major gift efforts.
4. Plan, organize, and conduct meetings, workshops, and training programs related to grant writing, resource development, cultivation, management, and evaluation and make available hands-on assistance to campus faculty, staff, and administrators.
5. Manage the Foundation Board, staff, and volunteers and lead fundraising and other activities, including the recruitment of Board members; develop and implement Board policies and procedures; manage Board and committee activities, events, and meetings.
6. Oversee all financial responsibilities and fiduciary management of Foundation assets and manage Foundation budget and accounting.
7. Work with District staff to leverage resources and provide continuity and coordination for grants planning.
8. Work with College President and Foundation officers to plan, prepare for, and manage a comprehensive fundraising campaign.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Applicable sections of California Education Code.
Basic principles, operations, and processes in accounting, auditing, budget development, and financial management.
Database management.
District organization, operations, policies and objectives.
Grant development, including researching funding opportunities, project planning, management, assessment, and evaluation techniques.
Laws governing foundations.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.
Planned giving alternatives and donor stewardship.
Principles of leadership, work direction, training, and supervision.
Principles, practices, and terminology used in grant and resources development.
Processes and requirements of grant applications.
Public and private sector funding sources.
Record-keeping techniques.
Technical writing and proposal writing.
Technologies as tools for the management, writing, and development of grants and proposals.

Skills and Abilities:

Advocate for the importance of community college and its role in the community.
Analyze situations accurately and take an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Interpret, apply, and explain local, State, and federal regulations and District policies and procedures.
Maintain records and prepare reports.
Operate computers and business-related software, including word processing, spreadsheets, and databases.
Plan and organize work.
Plan short, medium, and long-term goals for the Foundation and College.
Train, supervise, and evaluate the work performance of assigned staff.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's Degree and three years of direct work experience with an institution of higher education (preferably community college) in the area of grants development, fundraising, and/or advancement.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves an office.