Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**JOB SUMMARY**

Serve as Assistant Director of the Palomar College Foundation and participate in the planning and identifying of potential donors; assist in the development of a comprehensive fundraising program among alumni, the community, corporate donors, and individual friends of the College. Assist with the development of methods and systems to provide for corporate giving, estate gifts, annuities, and trust funds and all methods of support for the College. Supervise staff members responsible for fundraising activities of the College. Plan donor, corporate, and Foundation contacts. Make direct contact with donors.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Director of the Foundation is distinguished from the Director of Development/Executive Director for the Foundation in that the incumbent will assist the Executive Director in performing the essential functions of the position.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assist the Executive Director in executing the annual goals and objectives for the College Advancement Program.

2. Lead and direct the established annual fund campaign and established annual revenue-generating special events; oversee the Foundation’s annual giving program, including the President’s Associates, direct mail, phone banking, and the campus employee program.

3. Manage the Fund Development Committee and recruitment of needed volunteers; assist the Executive Director in training volunteers and College staff to support and promote College fundraising efforts.

4. In conjunction with the Executive Director, establish a pipeline of donor prospects including individuals, foundations, and corporations with the capacity to make gifts of $5,000 and up; coordinate regular contacts with potential donors.

5. Establish and achieve personal annual fundraising goals of a minimum of $1 million within a three-year period.
6. Project major gift opportunities that are consistent with the mission of the College Foundation.

7. Assist with the development of the event and annual giving budget.

8. Prepare and maintain reports and presentations related to revenue and solicitation strategies, including annual fund data and donor prospect and management reports.

9. Perform full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime as required; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

10. Participate in shared governance through service on planning and/or operational committees and task forces.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Effective fundraising strategies.
2. Direct mail, personal solicitation, phone banking, and other donor cultivation strategies.
3. Public and community relations principles, including the use of tact, patience, and courtesy.
4. Supervisory principles and practices, including selection, training, evaluating, and discipline.
5. Principles and practices of volunteer recruitment and management.
6. Basic procedures, methods, and techniques of budget preparation and maintenance.
7. Modern office procedures, methods, and equipment including computers and applicable software programs.
9. Community college programs, services, operations, and activities.
10. Pertinent federal, state and local codes, laws and regulations, including the Education Code and applicable sections of Title 5 of the California Code of Regulations.
11. Proper English usage, spelling, grammar, and punctuation.
12. Pertinent federal, state and local codes, laws and regulations.
13. Public relations principles, including the use of tact, patience and courtesy.
14. Proper English usage, spelling, grammar and punctuation.

Skill in:

1. Establishing and maintaining effective fundraising strategies.
2. Developing and providing leadership in fundraising campaigns.
3. Identifying and contacting donors.
5. Selecting, supervising, training, delegating tasks to, and evaluating staff and volunteers.
6. Applying pertinent federal, state and local codes, laws and regulations including the Education Code and applicable sections of Title 5 of the California Code of Regulations.
7. Ensure adherence to College and District policies, practices and procedures.
8. Preparing clear and concise reports.
9. Facilitate communication and understanding of perspectives among faculty, staff, students and the community within the framework of a community college district.
10. Work cooperatively and responsively with all segments of the community at large.
11. Operating office equipment including computers and applicable software programs.
12. Communicating clearly and concisely, both orally and in writing.
13. Establishing and maintaining effective working relationships with those contacted in the course of work.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of professional fundraising experience in higher education, a non-profit setting, or a related field, including supervisory or management experience.

**Education/Training:**

Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in public administration, public relations, or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students, and the public.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to District and other locations.

**TERMS OF EMPLOYMENT**

All positions within this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.