

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



DIRECTOR OF COMMUNITY RELATIONS & FOUNDATION

**FLSA: EXEMPT
M3**

POSITION DESCRIPTION:

Under the direction of the college President/Chief Executive Officer, provide leadership and direction for community engagement, community relations, and alumni programs; plan, organize, control and direct college-wide marketing, community relations, legislative and public relations programs; and; serve as the Director of the Foundation; work with the Foundation Board of Directors to develop and implement comprehensive programs to promote the image and financial welfare of the college including resource development and private fundraising; perform related work as required.

ESSENTIAL DUTIES/FUNCTIONS:

1. Provide counsel to the college President/Chief Executive Officer, Vice Presidents and others regarding present and potential public relations concerns and or opportunities for expanded community engagement. Assist with the expansion of cooperative partnerships with businesses, government agencies, and other organizations.
2. Direct and oversee the development of a comprehensive college marketing plan, a community relations program and a legislative plan.
3. Coordinate and direct all marketing, community relations and public relations activities of the college; direct and oversee all college publications, including class schedules, college catalog news releases, brochures as well as the web site and related web pages; direct and coordinate college marketing, advertising and public relations campaigns.
4. Supervise and approve the design, content and production of all internal and external college publications (digital and print) with a marketing and public relations impact, including brochures, newsletters, posters, administrative job announcements and flyers.
5. Coordinate and supervise all media relations for the college to ensure accurate and timely coverage of college events and news, utilizing newspapers, radio and television; serve as lead media spokesperson for the college; represent and act on the behalf of the President/Chief Executive Officer to the media when appropriate.
6. Coordinate and direct all college marketing and community promotional activities to best represent the college to a variety of audiences in an effort to maintain and/or increase student enrollment. Determine the appropriate mix of all media to promote and represent the College; direct and coordinate mass media advertising for the college, such as digital media, print, radio, movie theater and television, direct mail, etc.
7. Coordinate and supervise editing of numerous college publications, including brochures, newsletters and publications; oversee the review of all college publications to assure quality production and accuracy.

8. Direct and oversee the general operations of the Print Shop, including ensuring the area operates efficiently and effectively utilizing the latest technological advances.
9. Develop and maintain the Community Relations Department budget.
10. Oversee the operation of the Foundation for Compton Community College District. Activities include: professional leadership in the recruiting of board members, staff support to the board and its committees and serve as Director of the Foundation.
11. Work closely with the President/Chief Executive Officer and senior leadership of the District to lead and expand the annual giving efforts of the Foundation and develop partnerships and events that promote community support for college programs.
12. Develop and administer the District's resource development plan; establish performance goals, analyze results, and create and adjust strategies to support the college's strategic resource development plan.
13. Survey and monitor the resource development needs of the college, divisions, departments and individual faculty members; research, coordinate, and recommend available community resources.
14. Coordinate college fundraising efforts directed at individuals, corporations, community organizations, and philanthropic foundations. Efforts may include but not limited to an annual campaign, capital campaign, direct mail, corporate and individual solicitation, planned giving proposals, scholarships, and special events.
15. Coordinate volunteer recruitment and management to support resource development programs.
16. Administer major gift program; establish criteria to evaluate, accept, monitor, and dispose of gifts; supervise the acknowledgement and reporting of gifts; coordinate appropriate recognition programs; compile donor lists; use current technology to manage and monitor data, planning, recognition, and reporting.
17. Develop promotional materials for Foundation activities; write and produce a variety of fundraising publications.
18. Responsible for on-going identification, cultivation, solicitation, and stewardship of alumni and friends of the college and coordination and support of other college support groups.
19. Prepare strategic and annual operating plans for the Foundation; manage the Foundation fiscal activities, including quarterly and annual reports; monitor, approve, and reconcile budget expenditures.
20. Assure compliance with applicable federal, state and local laws; prepare related reports and conduct annual audit.
21. Supervise and evaluate assigned staff and oversee a comprehensive volunteer network.
22. May supervise other assigned areas or programs of the college.
23. Serve on campus and District committees.
24. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Planning, organization and direction of a Community Relations/Public Relations Department.
2. Community, government, marketing and public relations activities.
3. Media agencies, including newspaper, radio, television and digital.
4. Overall design content and production techniques of marketing and public relations materials.
5. Budget preparation and control.
6. Public speaking techniques.
7. Report-writing and record-keeping techniques.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Applicable laws, codes, regulations, policies and procedures including copyright regulations.
11. Interpersonal skills using tact, patience and courtesy.

12. Operation of a computer and assigned software.
13. Current fundraising philosophy, practices, and trends.
14. Budget and strategic plan development techniques and financial reconciliation methods.
15. Methods and practices used in the management of philanthropic investments.
16. Applicable federal, state, and local regulations and reporting requirements for the acceptance and disposal of charitable gifts.

ABILITY TO:

1. Plan, organize and administer the processes and operations of the Community Relations Department.
2. Plan, organize and implement comprehensive marketing, community relations and legislative programs/plans.
3. Provide and coordinate information to administrators, employees, the public and media regarding a variety of programs, policies, events, and activities.
4. Coordinate and oversee the production and distribution of a wide variety of materials.
5. Supervise and evaluate the performance of assigned staff.
6. Work confidentially and with discretion.
7. Communicate effectively both orally and in writing.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and deadlines.
12. Work independently with little direction.
13. Plan and organize work.
14. Prepare comprehensive narrative and statistical reports.
15. Direct the maintenance of a variety of reports and files related to assigned activities.
16. Coordinate and direct resource development activities of the college and Foundation
17. Manage and develop effective capital campaigns, fundraising, and investment strategies.
18. Adapt to and utilize emerging technology and fundraising trends.
19. Work irregular hours, including weekends and/or evenings when necessary.

EDUCATION AND EXPERIENCE:

Possess a Bachelor's degree from an accredited institution, with major course work in English, communication, journalism, public relations, business, marketing, or a closely related field.

At least three years responsible related work experience.

Experience in directing fundraising activities for a non-profit organization.

DESIRABLE:

Possess a Master's degree from an accredited institution.

Comprehensive campaign experience in higher education.

Public relations and/or publications experience of a sufficient nature to demonstrate writing and verbal presentation skills.

An understanding of endowments, investments, notes, mortgages, will, etc.

Use personal vehicle in the course of work, for which a monthly mileage stipend is provided.

WORKING CONDITIONS:

- Multicultural diverse environment
- Indoor and outdoor environment
- Regular exposure to fumes, dust and odors

- Hearing and speaking to exchange information
- Visually monitor work
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching

CONDITIONS OF EMPLOYMENT

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), transcripts, fingerprint results, and tuberculosis examination as required. Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, valid driver's license, or other equivalent identification, and social security card.

SALARY

The starting salary ranges from \$93,345 - \$ 119,560 annually, depending on education and experience. Excellent fringe benefits are included.

TO APPLY

To ensure full consideration, qualified candidates must submit:

- Compton Community College District Classified Application **Online**
- Upload the following documents:
 - Cover Letter (Letter of introduction highlighting your education and experience.)
 - Resume.
 - Three references (name and contact information of individuals who can attest to recent professional preparation and experience pertinent to this position).
 - Copies of pertinent transcript(s). Multiple page transcripts must be uploaded as ONE pdf document. (Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>)

*Please Note: Documents uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

**ALL APPLICATIONS MATERIALS MUST BE
SUBMITTED ONLINE AT:**

www.district.compton.edu/administration/human-resources

Applicants with disabilities who require special accommodations must advise Human Resources within 5 days of the closing date.

COMPENSATION AND BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The District provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental, vision, and supplemental disability insurance is available towards which both the District and the employee contribute. Employees not requiring medical coverage may use the District's fringe benefit contribution to invest in a 403(b) program (tax sheltered annuity). Proof of medical coverage is required.

Sick Leave and Disability Insurance

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days. Long term disability income protection insurance is also available.

Retirement

Full-time employees contribute a percentage of their salary to either the State Teachers Retirement System (STRS) or the Public Employees Retirement System (PERS).

ENVIRONMENT:

- Indoor environment.
- Driving a vehicle to conduct work.
- Evening or variable hours

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent
 2. Often = 51-75 percent
 3. Occasional = 25-50 percent
 4. Very Frequent = 76 percent and above
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- a. Ability to work at a desk, conference table or in meetings of various configurations. 4
 - b. Ability to sit for extended periods of time. 3
 - c. Ability to see for purposes of reading printed matter and observing students. 4
 - d. Ability to hear and understand speech at normal levels. 4
 - e. Ability to communicate so others will be able to clearly understand a normal conversation. 4
 - f. Ability to lift 5 lbs. 2

ABOUT EL CAMINO COLLEGE - COMPTON COLLEGE

El Camino Community College District became the partner district to Compton Community College District in August of 2006. Under the agreement with El Camino College, the El Camino College - Compton College provides accredited instructional and student support services to our students with and on behalf of the Compton Community College District.

The 83-acre campus is located on Artesia Boulevard, just north of the Artesia freeway and west of the Long Beach freeway. The Compton Community College District continues to serve the communities of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. The District has been a viable part of the community since 1927.

Compton College is a welcoming, learning community in which the campus as a whole collaborates to serve and assist students in pursuit of their respective goals. It serves as an integrated cultural Mecca, and functions in a unified fashion so that all current and prospective students receive consistent messages regarding the importance of learning and our commitment to assist them in achieving their learning objectives.

Compton is “The Place to Be!” We will continue to serve our community with the goal of giving all students the education and skills needed to succeed in our global economy.

The partnership between El Camino College and the Compton Community College District affirms their commitment to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age and Vietnam- era status.

Issue date: July 20, 2017

Closing date: September 5, 2017

IMPORTANT NOTICE

To be included in the initial screening, application materials must be received no later than 3:00 p.m. on the closing date.