

COMPTON COMMUNITY COLLEGE DISTRICT



FOUNDATION MANAGER

POSITION DESCRIPTION:

Under general direction of the Community Relations Director and working closely with the Foundation for the Compton Community College District Board President and Compton College President/CEO, the Foundation Manager will plan, develop, manage, and direct the fund development program for the Foundation for the Compton Community College District and the Oliver W. Conner Trust; perform all duties and functions of a non-profit 501(c)(3) organization operations manager; and perform special tasks as assigned. The Foundation Manager is responsible for the day-to-day activities of the Foundation, including the development of all Foundation records, scholarships, endowments, donations and correspondence. The Foundation Manager works closely with the Community Relations Director to manage donor relations, fundraising, special events and may represent the assigned administrator in his/her absence.

ESSENTIAL DUTIES/FUNCTIONS:

- Under the direction of the Community Relations Director, implement a comprehensive fund development program to include annual campaign, capital campaign, planned giving, and grants.
- Assist the Community Relations Director with all correspondence, record keeping, bookkeeping and auditing of funds collected and disbursed. Prepare reports on such for the Foundation's Board of Directors.
- Support the Foundation Board of Directors with their fiduciary responsibility by providing daily operational oversight of the Foundation Office.
- Working closely with the Community Relations Director, prepare and monitor the Foundation budget.
- Assist the Community Relations Director in developing and implementing a strategic plan that includes goals and objectives and tied to the District's mission, goals, and strategic plan.
- Plan, coordinate and implement Foundation events on and off-campus.
- Develop and implement alumni relations activities and related programs.
- Participate as a resource on the District's management team that works together to integrate educational, fiscal, technological, facilities and personnel planning to ensure achievement of the District's vision and mission.
- Research, identify, cultivate and develop potential revenue opportunities that include, but not limited to, individual donors, corporate donors, grants and partnerships.
- Participate in community and public relations activities of mutual concern to both the Foundation and the District's.
- Improve awareness of the Foundation and its benefits to internal constituents as well as the general public.
- Develop and implement a process for faculty and staff to apply for grants from the Foundation.
- Plan and organize meetings of the Foundation Board of Directors and committees, including the preparation of minutes and agendas.
- Develop and maintain a donor database and donor recognition plan and monitor the processing of all gifts to assure that all pledges and payments are managed and acknowledged accurately.
- Serve as a liaison to affiliated campus groups that utilize the charitable status of the 501(c)(3) for fund-raising and funds management.
- Working with Financial Aid and scholarship committees, assist in the management and distribution of the college scholarship fund to students.
- Manage and monitor the assets of the Oliver W. Conner Trust in the interest of the Compton Community College District.
- Participates in activities including special events, Foundation Board meetings, committees, and College and Foundation events.
- Serve as staff support to designated Foundation committees.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fund-raising and resource development program in higher education.
- Principles and processes for business and organizational modeling.
- Leadership techniques.
- Donor tracking and recognition programs.
- Strategic planning and resource allocation.
- Standard business software such as word processing, spreadsheets, presentations, and specialized business software for fund-raising.
- Financial record-keeping practices and procedures.
- Expenditure tracking.
- Complex business report writing.

ABILITY TO:

- Strengthen and implement the goals of a major comprehensive community college foundation program, including overseeing major fundraising campaigns and outreach to the business and philanthropic communities.
- Work independently and prioritize work.
- Communicate effectively, both orally and in writing.
- Prepare effective presentations for the Foundation Board of Directors and business community groups.
- Maintain effective partnerships between the District's foundation and community and industry leaders.
- Ability to work a flexible schedule, which includes days/evenings/weekends as needed.
- Maintain confidentiality, responsibility and judgment.

REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university and
- Two (2) years of increasingly responsible donor relations experience involving public contact and charitable fundraising, preferably in an educational setting; or an equivalent combination of training and experience and
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS

- Previous management/project experience;
- Effective oral and written communication skills;
- Demonstrated ability to manage financial resources with a record of fiscal responsibility and accountability;
- Develop Foundation promotional materials.

WORKING CONDITIONS:

- Office setting and use of standard office equipment, including a computer.
- Multicultural diverse work environment
- May be required to drive to offsite locations periodically.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Walking between work areas.
- Finger dexterity to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects up to 25 pounds.
- Some travel required.