PALO VERDE COMMUNITY COLLEGE DISTRICT

Executive Director of PVC Foundation

NATURE OF THE ASSIGNMENT:

Under the direction of the Superintendent/President, the Executive Director provides strategic leadership, resource development, community and public relations, and general administrative management for the Palo Verde College Foundation. The Executive Director will establish a high quality, comprehensive program for institutional advancement through the administration of fund raising, alumni affairs, community relations, and special events. The Executive Director will assist the Foundation Board in actively developing financial, public, and political support for Foundation goals and priorities. The focus of the Executive Director shall be the advancement of the Foundation's mission, successful implementation of its strategic initiatives and sustainable management of its operations.

DUTIES & RESPONSIBILITIES:

1. Develop strategic plans to advance the mission of the Foundation. Facilitate stakeholder input to planning process and encourage involvement in the implementation of strategic initiatives.
2. Monitor trends and issues affecting community college advancement to identify opportunities and threats to the Foundation's mission and strategic initiatives. Recommend and facilitate implementation of appropriate action to maximize opportunities and mitigate threats.
3. Evaluate needs presented by College leadership and constituency members to identify areas in which the Foundation may be most helpful, develop strategy for addressing these needs and recommend action.
4. Provide expert advice to the Board of Directors. Develop and recommend policy, research issues, facilitate training, create reports and develop meeting agendas in collaboration with the Foundation President. Recruit and orient new members of the Board of Directors.
5. Develop and direct implementation of systematic annual giving programs, including membership groups and special events, to secure regular donations and expand the organization's donor database.
6. Nurture relationships with prospective major gift and planned giving donors, prepare proposals, orchestrate solicitations and facilitate acceptance of major and planned gifts.

7. Develop and direct the execution of successful fundraising campaigns. Provide guidance and support to assigned staff and volunteers engaged in campaign strategies and plans.
8. Identify, develop and guide the implementation of additional resource development initiatives such as social enterprises, cause marketing campaigns and educational partnerships.
9. Develop outreach initiatives to build alumni participation and identify potential alumni donors.
10. Advise campus constituencies on fundraising strategies and regulations. Monitor campus fundraising activities to ensure compliance with policies and governmental agencies.
11. Design and direct public relations and marketing efforts to strengthen awareness of and trust in the Foundation as a meaningful change agent in the community. Train and equip spokespersons to extend the reach of appropriate Foundation messages.
12. Direct the production of community awareness and donor recognition events to increase knowledge of College needs and the Foundation mission.
13. Develop and maintain strong relationships with government officials, businesses and community organizations whose strategic alliances advance the mission of the Foundation. Serve as the Chief liaison for the Foundation with the College, community, regional, statewide and federal stakeholders.
14. Monitor the impact made by the Foundation and provide reports to the Foundation Board of Directors and stakeholders to demonstrate the value of the organization and enhance credibility.
15. Oversee the administration and management of PVC Foundation programs, services and activities including scholarship program, grant solicitation activities and contract / community education services.
16. Evaluate operating procedures and technology to facilitate efficient and effective administrative support structures. Negotiate partnerships and vendor contracts as needed to facilitate the business of the organization.
17. Develop and manage annual budgets to ensure the successful implementation of strategic plans and routine operations. Approve expenditures up to board approved limits. Ensure financial reports are provided to the Foundation Board of Directors.
18. Manage Human Resource functions of the organization including recruiting, hiring, training, supervising, discipline, and if needed, dismissal of all subordinate Foundation staff.
19. Monitor expenditures of charitable resources by the College to ensure they are used appropriately in accordance with donor conditions and stipulations.
20. Ensure compliance with regulatory agencies and donor gift restrictions.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university related to this position.
2. Five years responsible managerial experience including successful fundraising experience with foundations, corporations and individuals.

3. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS:

1. Experience with fundraising, managing foundations, community development, and volunteer leadership.
2. Experience in managing complex projects and programs.
3. Knowledge of the college's supporting community and service area.
4. Experience in the California Community College system

SALARY

1. Salary will be on Row 6 of the Classified Management/Confidential salary schedule with placement appropriate to experience.
2. The college offers an attractive package of fringe benefits including district paid medical/hospital, dental and vision care and group life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT
AA/ADA/EEO

1. To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.

2. The screening procedure:

   a. Human Resources will screen all applications for minimum qualifications. The Screening Committee will then screen all remaining applications. Meeting the minimum qualifications for the position does not assure an interview.
   b. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.
   c. The Superintendent/President will then make a recommendation to the Board of Trustees.

3. All interviews will be scheduled for the same day and evening, if possible.

4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.

5. **Travel costs related to these initial interviews will be borne by the candidate.**

6. A second interview may be required for selected candidates.

7. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent's recommendation for employment.

8. The College reserves the right to contact the current or most recent employer of any candidate and to fully investigate current and past employment history including social media.

9. The College reserves the right to re-advertise the position or to delay or withdraw filling a position at its sole discretion.

10. The College does not return to the candidate materials submitted in application for a position.

11. An optional form, "Affirmative Action Survey," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.

12. The Immigration and Naturalization Act requires the College to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.

13. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form, to provide evidence of a clear Tuberculosis screening and submit to a background investigation.

14. The provisions of this bulletin do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.