

**DESERT COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE DESERT FOUNDATION**

**DIRECTOR OF DEVELOPMENT
Planned Giving, Grants and Donor Relations**

Basic Functions:

The Director of Planned Giving, Grants and Donor Relations is responsible for developing, planning and implementing the Planned Giving, Grants and Donor Relations program for the College of the Desert (COD) Foundation. Reporting to the Executive Director of the COD Foundation, the Director is responsible for the developing the Planned Giving program in concert with the Planned Giving Advisory Committee and the Foundation Board Committee. Responsibilities also include researching and securing grants for the COD Foundation, developing collaborations and partnerships with public and private foundations, family foundations, and corporations. The Director is also responsible for the development, planning and execution of fund development campaigns, donor relations and overall community outreach.

REPRESENTATIVE DUTIES

1. Develop strategies and implement programs for identifications, cultivation and program solicitation of the Planned Giving Program. *E*
2. Actively manage a portfolio of Planning Giving prospects for cultivation, solicitation and stewardship. *E*
3. Track progress of pending Legacy and Bequest gifts. Fulfill requests, produce correspondence and encourage partial/early disbursement where appropriate. *E*
4. Develop strategies to aggressively market the Planned Giving Program. *E*
5. Plan and implement major fundraising events for the Foundation. *E*
6. Serve as the development liaison with Foundation Board, Planned Giving Advisory Committee, and community concerning Planned Giving. *E*
7. Research and acquire grants in furtherance of the COD Foundation's mission. *E*
8. Initiate and follow through on solicitation of prospective donors for contributions to the Foundation. *E*
9. Develop strategies and implement partnerships and collaborations with community organizations, foundations, corporations to raise funds for the COD Foundation. *E*
10. Develop strategies and implement a community outreach program. *E*
11. Cultivate and solicit public and private foundations for funding of the priority needs of the COD Foundation and the College of the Desert. *E*
12. Responsible for the Foundation's donor relations and stewardship.
13. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of effective fund development strategies; professional ethical standards and practices as identified and agreed to by the National Society of Fund Raising Executives and the National Committee on Planned Giving; the philosophy of community colleges; organization and confidential management of donor record, interpersonal skills using tact, patience and courtesy; partnership-building and event planning; all components of a diversified funding base; Microsoft computer applications and data base programs; strong

verbal and written skills to communicate clearly and persuasively; exceptional interpersonal skills with the ability and personality to work collaboratively, accept responsibility, motivate colleagues, volunteers and donors.

Ability to: Plan, coordinate, and implement fundraising programs; develop fundraising material for audiences of varied interests; interpret and apply federal, state, and local laws, and regulations related to foundation and gift receipts; thinks strategically and thorough understanding of strategic development; solicit large donations via one-on-one solicitation to major donors; prospect, cultivate and manage new accounts; making effective public presentations to large community groups; establish and maintain effective relationships with persons from diverse backgrounds; possess a high energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; maintain a high degree of initiative.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in business, communications, marketing or related field and (5) five years of progressively responsible experience in development, including experience in marketing and/or public and community relations. Must demonstrate track record of achieving revenue targets and /or a quota of over \$1 million annually.

DESIRABLE QUALIFICATIONS: Three to five years of direct sales, marketing, business development experience in a service industry or with a non-profit. Previous experience working with senior level executives in a corporate environment.

LICENSES AND OTHER REQUIRMENTS

Valid California driver’s license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Administrator

E: Essential functions of the job.

Leadership Salary Schedule: Row XI

Approved 6/20/13