Under the direction of the Executive Director, the Director of Development will take a leadership role in the cultivation, solicitation and stewardship of charitable gifts to the Foundation for Grossmont & Cuyamaca Colleges (FGCC). The Director of Development will be employed by the Foundation for Grossmont & Cuyamaca Colleges, which is contracted by GCCCD to provide project implementation support services. While this job description provides a broad description of the duties and responsibilities of the Director of Development, it may not be inclusive of all related assignments. This is a 1.0 FTE assignment, with full benefits.

ABOUT THE FOUNDATION FOR GROSSMONT & CUYAMACA COLLEGES:
A college is more than buildings and laboratories. It’s about people filled with energy, passion and exciting ideas. Our students come to us full of possibility. Grossmont and Cuyamaca Colleges are where those possibilities can be realized. The Foundation for Grossmont & Cuyamaca Colleges is the philanthropic partner for East County’s two academic jewels. It’s a place for alumni, faculty, staff, students, retirees and the community to come together to support our students. The money we raise enhances student learning and helps train our future workforce, provides cultural enrichment for the community, and makes East County a better place to live and work. FGCC’s mission is to raise awareness and financial resources for our two colleges and the students we serve.

POSITION SUMMARY:
The Director of Development is responsible for developing and implementing a fundraising plan, the identification, cultivation, solicitation and stewardship of donors who want to make a difference in the lives of Grossmont and Cuyamaca Community College district students. He/she will develop a multi-year fundraising and engagement strategy with emphasis on increasing current giving levels and engaging new donors and sponsors. This role is responsible for developing relationships with current and prospective donors. The Director will cultivate and engage new and existing donors, increase their overall giving with an emphasis on the amount of donations to FGCC and incorporate strategies to retain current donors. Manage and support volunteers assisting in the engagement and solicitation of current and prospective donors.

ESSENTIAL FUNCTIONS:
• Develop and execute on major gifts strategies for cultivating, soliciting and stewarding corporate sponsors and donors to reach the fundraising goals for the East County Education Alliance’s Higher Edge Scholarship promise campaign.
• Identify, qualify, cultivate, solicit and steward prospects and organizations capable of making significant donations, especially through alumni and friends of the Foundation
• Manage and track a comprehensive pipeline of donors and prospects
• Work collaboratively with – and in support – of volunteers, other Foundation staff, and District leadership to cultivate and solicit donors for districtwide priorities
• Develop cultivation and solicitation strategies for all prospects, ensuring that potential donors are “moved” in an appropriate and timely fashion toward solicitation and closure
• Manage major gift donor case load.
• Oversee the design and implementation of a calendar of events for donors and prospects
• Supervise other fundraising staff and support them in meeting fundraising goals.
• Oversee recognition program and donor tracking.
• Adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, reflect optimistic and positive attitudes, and convey sensitivity to the needs of the donors
• Be a resource for other District employees who are pursuing their own fundraising initiatives, providing counsel and guidance as needed
• Organize and maintain a variety of complex files and records often involving materials of a confidential nature; maintain confidentiality of records and information, including information regarding board, donors, alumni or controversial matters
• Make decisions in accordance with laws, regulations, policies and procedures and apply them to problem situations
• Attend meetings for the Fundraising Council and other committees as requested
• Effectively use common software packages (e.g., Salesforce.com, MS Office Suite, Google Drive, DropBox)
• Perform related duties as assigned
KNOWLEDGE OF:

- Fundraising best practices and basic prospect research methods
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Communicate orally with individuals and make effective presentations to groups
- Perform complex and responsible outreach and communication duties
- Learn quickly the operations, policies, and procedures of FGCC
- Interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Work independently with little direction; plan, organize and prioritize work; meet schedules and timelines
- Work confidentially with discretion; analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others

EDUCATION & EXPERIENCE:

- Bachelor’s degree or equivalent experience. Requires at least four years of fundraising experience at a leadership level
- Demonstrated ability to create a fundraising plan and implementing successful strategies for all types of donors
- Demonstrated experience stewarding, prospecting and soliciting donors/corporate sponsors giving $10,000 or more annually
- Demonstrated ability to increase gifts from existing donors and retaining existing donors
- Demonstrated ability in recognizing wealth indicators and cultivating relationships with individuals of capacity
- Experience in analyzing wealth data for discovery, planning and tracking purposes
- Experience in volunteer recruitment and management
- Experience developing and sustaining meaningful relationships with major donors, Board members, volunteers, retirees, alumni, community and business leaders and other stakeholders
- Experience with planned giving and endowment programs, a plus
- Experience with salesforce.com and WealthEngine, a plus

COMPENSATION & BENEFITS:

- Classification M7: (Step A): $87,396 – (Step E) $102,252 annually, with fully covered benefits for entire family (medical, dental, vision)
- 5 weeks of paid vacation annually
- Pension – membership in CalPERS (vested after only 5 years)
- As with any nonprofit agency, continued employment is dependent upon satisfactory performance, program needs and funding

APPLICATION PROCESS:

The position will be open until filled. To apply you must submit your resume, and cover letter in a single e-mail to: Auxiliary.Jobs@gcccd.edu In the cover letter, highlight your qualifications for this position.

CONDITION OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work, and may be required to submit to a background check. Ability to work a flexible schedule including some weekends and evenings as required.

WORKING CONDITIONS:

Office environment. The office will be on the campus of Grossmont College, with possible access to another office of the campus of Cuyamaca College. Requires extensive travel, primarily within the college district boundaries.

OTHER REQUIREMENTS:

Must have valid California Driver’s License and have a reliable personal motor vehicle.

AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION AND TITLE IX EMPLOYER