

**DIRECTOR, FOUNDATION**

**DEFINITION:**

Reporting to the Superintendent/President of the District and working in collaboration with the Gavilan College Foundation Board of Directors, plans, organizes, integrates, and manages the administration of the Gavilan College Foundation, which includes but is not limited to the overall development, planning, and execution of the Foundation's policies, procedures and activities as set by Gavilan Joint Community College District leadership and the Foundation's Board of Directors. The Director manages the nonprofit corporation, serves as the senior fundraiser for the Gavilan Joint Community College District, and oversees multiple programs to engage donors, alumni, and the community. Provides expert professional assistance and guidance to the Foundation Board and District on Foundation oversight and administration, fund development feasibility, processes, and procedures; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Gavilan College Foundation Director is an executive ~~GmGmGGce1. (w65c)1 Wr1 (n eks Td( )TjEMC /.62MCID 9~~

- Proposes and implements strategies for volunteer involvement for Foundation activities.
- Supervises the creation of a variety of reports/analyses for different forums; gathers data, formulates assumptions, analyzes trends, and suggests solutions.
- Oversees development and maintenance of an electronic system for the identifying, cultivating, record keeping, and acknowledging donors and volunteers.
- Ensures proper monitoring, investment, and distribution of Foundation assets in cooperation with the District's Vice President of Administrative Services and applicable board committees.
- Prepares all necessary reports as required by law; ensures completion and reviews the annual audit report and annual tax filing reports.
- Exercises appropriate fiduciary oversight of charitable trust agreements.
- Assures compliance with all pertinent federal, state, and local laws, relevant contractual obligations, and recognized professional organizations reporting standards.
- Ensures appropriate stewardship of

- Procedures for planning, directing, and coordinating Foundation activities.
- Internal Revenue Service statutes, State of California legislation, the California Education Code, and the Brown Act.
- Principles of management and supervision, including budget development and administrative procedures.
- Principles and practices of higher education organization and structures.
- Federal, state, and local laws, ordinances, codes, regulations, and policies affecting foundation accounting and financial systems, including the Brown Act.

Ability to:

- Plan, organize, manage, assign, delegate, review, and evaluate the work of a foundation.
- Work collaboratively with District leadership to cultivate, solicit, and maintain a robust donor base.
- Manage and coordinate the work of volunteers and Foundation Board members.
- Effectively present and promote the Foundation to the staff and public by establishing and maintaining positive relationships with donors, corporate represent( )TJ B ~~XXXXXX~~10