

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Central Services

### Associate Director of Development

Job #07-141

Closing Date: 05/25/07

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Associate Director of Development, Central Services**.

#### DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Executive Director, Foothill-De Anza Community Colleges Foundation, and working with college leadership, implement strategies to cultivate and solicit gifts up to \$25,000. Support both colleges initially, but eventually will be assigned to one college. Create stewardship and solicitation strategies to solicit and close gifts. Identify key programs and priorities for support. Recognize key prospects and conceptualize, prioritize, and plan initiatives to cultivate prospective donors. Maintain donor information on the Foundation database. Maintain an active schedule of visits and solicitation to meet annual goals. Work with campus staff and volunteers toward creating activities that will constructively lead to increased private support for the College. Help plan and staff Foundation-related meetings and events. Work with foundation and college leadership to develop alumni and parent programs and activities that will lead to increased affiliation with the College. Identify, recruit, train, and staff fundraising volunteers. Independently, and with Foundation staff, write and develop proposals, materials, solicitation letters, invitations, and other fundraising related materials. Stay current on local and regional fundraising trends and climate as well as federal and state tax laws and regulations. Assist in the development of fundraising projections and forecasts for the Foundation. Collaborate on efforts to move individuals into the ranks of major givers. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education. Encourage cultural and ethnic diversity in staffing, curriculum, programs, and services. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training. Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of education equivalent to a Bachelor's degree.
3. Four years of fund-raising experience in related academic or non-profit setting, or equivalent transferable experience.

4. Experience interacting with volunteer organizations or equivalent volunteer leadership experience.

#### PREFERRED QUALIFICATIONS:

1. Knowledge of fund-raising techniques and philosophies for an academic organization.
2. Knowledge of annual giving and direct solicitation methods and procedures.
3. Experience in a higher education environment.
4. Demonstrated initiative to raise funds at a level that meets or exceeds annual goals.
5. Ability to communicate with individuals at all levels, including those with high net worth, demonstrating excellence in interpersonal relations.
6. Effective written and oral presentation skills.

#### In addition, successful candidates will demonstrate the following:

1. Knowledge of the principles of training and providing work direction to others.
2. Knowledge of budget monitoring and control.
3. Ability to coordinate several programs simultaneously.
4. Knowledge of donor database software.
5. Ability to work well as a key member of the Foundation team.
6. Ability to demonstrate sound judgment in working with donors, volunteers, faculty, staff and administrators.

#### APPLICATION PACKET:

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

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Application materials become the property of the District and will not be returned.

**Hiring Range:** \$88,010.76-\$92,404.08

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:  
<http://hr.fhda.edu/benefits>

**TERMS OF EMPLOYMENT:** Full-time, Permanent,  
12 months per year.

**STARTING DATE:** As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:  
Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>