DIRECTOR, RSCCD FOUNDATION

JOB DESCRIPTION – CLASSIFIED SUPERVIOSRY

CLASS SUMMARY

Responsible for planning, organizing, coordinating and implementing economic and resource development programs that generate financial support for the District Foundation and district mission, including developing, budgeting, monitoring and reporting on resource development and fundraising activities and other designated programs which raise funds for the district. Serves as the director of the foundation; Performs a variety of programmatic, operational, and technical duties in support of assigned fundraising programs and projects; directs and supervises foundation staff; organizes and facilitates activities and meetings of foundation volunteer board, community auxiliary committees and other District support groups. Works with the assigned administrators to design and implement programs and activities to advance district foundation goals and objectives.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to the assigned administrator.

REPRESENTATIVE DUTIES

The duties listed below are essential for this position and illustrate the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Develops policies and procedures to implement and monitor RSCCD Foundation initiatives and resource development activities.
2. Administers a variety of development activities including contract education, income/revenue generating programs, and grant-funded programs aligned with RSCCD Foundation mission, goals and objectives.
3. Designs contract education training programs, including recruiting and hiring trainers, directing development of customized training and creating a business plan to establish revenue generation targets and methodologies.
4. Coordinates RSCCD Foundation community relations programming and activities.
5. Prepares and distributes reports relating to RSCCD Foundation activities.
6. Serves as administrative liaison to the RSCCD Foundation Board of Directors, working closely with volunteer Board to facilitate their knowledge, support and advocacy for RSCCD Foundation initiatives and programs.
7. Researches, investigates and develops corporate, community, individual and other grant and advancement programs useful in soliciting funds.
8. Identifies and pursues federal, state and local funding opportunities that support and align with the RSCCD Foundation mission, goals and objectives.
9. Participates in, develops and represents the District Foundation at economic development networks with chambers, professional organizations, community organizations, and regional, state and national agencies and programs for collaboration that advances the

RSCCD Foundation's mission.

10. Manages program performance against defined goals, regulatory requirements, and contractual obligations; identifies issues, documents findings, and supports corrective actions as needed.
11. Manages and maintains communications with business partners, community leaders, and community organizations to encourage long-term relationships with the District Foundation; develops and maintains collaborative relationships with employers and industry partners for economic development programs and projects.
12. Manages and executes Foundation signature and special events, such as training conferences, summits and workshops; oversees event materials, coordinates logistics and vendor relations, and manages post-event activities such as post-event communications and acknowledgments.
13. Manages the creation of digital and printed materials to support Contract Education outreach, including e-newsletters, direct mail, annual reports, and web content; supports online presence through internet tools and social platforms; researches and recommends digital strategies to increase use of Contract Ed services.
14. Works closely and effectively with district departments and staff to effectively implement RSCCD Foundation initiatives and programs.
15. Responsible for managing the RSCCD Foundation budget, monitoring revenue and expenses, and production of financial statements to present to the RSCCD Foundation Board of Directors.
16. Works with legal counsel on legal aspects of RSCCD Foundation programs and initiatives.
17. Performs related work as required.

Knowledge and Abilities

Good knowledge of:

1. Applicable laws, regulations, policies, and procedures relevant to the position.
2. Economic development programming and services.
3. Methods and techniques for collecting, organizing, and reporting data and information.
4. Principles and practices of budget tracking, and maintenance.
5. Event planning logistics, promotional strategies, and donor stewardship practices.
6. Program income tracking systems and procedures for maintaining accurate financial records and statements.
7. Digital communication tools and techniques for developing outreach materials and maintaining an online presence.
8. Basic grant development processes, including identification, proposal preparation, and implementation support.
9. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and employees.
10. Current trends impacting the small business community.

DIRECTOR, RSCCD FOUNDATION

JOB DESCRIPTION – CLASSIFIED SUPERVIOSRY

11. Contract education/training programs; local, state, federal agencies, community organizations and economic development organizations.
12. Effective communication with RSCCD Foundation board members and senior leaders and stakeholders in government, industry, economic development, education and the community.
13. Business planning and development.
14. Principles of supervision, training, and performance evaluation.
15. Techniques to prevent and resolve interpersonal and professional conflicts.
16. Effective and concise verbal and written communication skills.
17. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
18. General fund management and program implementation compliance principles and standards.

Ability to:

1. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
2. Apply established policies, procedures, and operational standards to support program and training event implementation.
3. Prepare clear and concise reports, correspondence, documentation, and other written materials.
4. Maintain accurate records and data systems in accordance with applicable procedures.
5. Support the evaluation and enhancement of program and project delivery by providing input, feedback, and recommendations aligned with established goals and procedures.
6. Design and implement initiatives and programs for the RSCCD Foundation, such as revenue generation and economic development projects.
7. Effectively manage revenue producing and grant-funded programs; write clear and concise complex documents.
8. Effectively support, inform and engage the board members to contribute to advancing the Foundation's work.
9. Identify and pursue resource development and grant-funding opportunities.
10. Direct the operation of a comprehensive foundation office including supervising staff and budget/accounting practices.
11. Communicate effectively in oral and written form.
12. Comprehend and interpret financial statements.
13. Maintain compliance standards.
14. Understand and carry out oral and written instructions.
15. Establish and maintain effective relationships with those contacted in the course of work.
16. Work and communicate effectively with all stakeholders and constituencies impacted and involved in the RSCCD Foundation's work.

DIRECTOR, RSCCD FOUNDATION

JOB DESCRIPTION – CLASSIFIED SUPERVIOSRY

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university.

Experience:
A minimum of three (3) years of experience in implementing and managing resource/economic development programs and experience in public relations, marketing, including successful interactions with businesses, corporations, community members and organizations and the academic community.

Community college and grant-funded program experience is highly desirable.

License: A valid California Motor Vehicle Operator's License.

Board of Trustees Approval Date: April 27, 2026