

**Position Type:**  
**MANAGEMENT EMPLOYMENT OPPORTUNITY**

**POSITION TITLE:**  
**INSTITUTIONAL ADVANCEMENT OFFICER**

**Position #:**  
**1700038**

**Required Documents:**  
Cover Letter, Resume/CV, Transcript Bachelor's Degree (Must include Award/Confer Date)

**Opportunity Type:**  
Executive/Administrative/Managerial

**Department:**  
Workforce Institute

**Posting Date:**  
03/23/2017

**First Review Date:**  
04/16/2017

**Work Location:**  
Workforce Institute

**Position Status:**  
Full-time

**Salary Range:**  
\$130,822 - \$155,034 Annual Salary (Range M34: Management 2015-2016 Salary Schedule). Starting salary placement is generally at Step 1.

**Benefits Available:**  
Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Manager, Supervisor, and Confidential employees also receive 22 vacation days, 17 holidays, 12 sick leave days and 6 administrative leave days per year.

**Employment Start date:**  
As soon as possible.

**Position Summary:**  
The Institutional Advancement Officer reports to the Executive Director of Workforce Institute located at the Workforce Institute. This is a full time, 12 months per year, classified management position.  
**Position Purpose:**

The Institutional Advancement Officer (IAO) is responsible for all activities related to identification, cultivation, solicitation, and stewardship of annual, major, and planned gifts from the alumni, friends, corporations, and foundations.

## **NATURE and SCOPE**

The Institutional Advancement Officer provides overall leadership, management, and coordination of the San Jose/Evergreen Community College District fund raising and alumni relations programs. This dynamic fundraiser/administrator will support the strategic initiatives of a two college district and engage in development activities to increase financial support for the district and respond to student needs through the creation and implementation of a comprehensive development and alumni relations plans. The IAO reports to the Vice Chancellor of Workforce, Economic and Resource Development.

### **Duties and Responsibilities/Specific to Position:**

1. Serve as the district's chief advancement officer.
2. Develop a visionary strategic plan for fund development, alumni relations, and retiree engagement.
3. Establish, monitor, and manage goals for each area of the strategic plan and assume responsibility for meeting these goals.
4. Identify unmet institutional needs/opportunities both internally and externally. Research, facilitate and design viable solutions to meet those needs.
5. Identify and cultivate new sources of funding including private, public and corporate/foundation sources.
6. Build and manage a portfolio of principal and major gift prospects and coordinate solicitation strategies with the chancellor's office and the presidents of each college.
7. Participate in development activities including individual meetings with donors, prospects and campus constituent groups.
8. Act as primary development liaison to both campus communities and to the San/Jose Evergreen Community College District Foundation ("Foundation").
9. Assure that best practices are in place and that relevant and innovative fundraising messages are developed for diverse demographic and geographic supporters.
10. Monitor, analyze and report on overall fundraising results versus goals to internal and external constituencies.
11. As may be assigned by the Vice Chancellor, Workforce, Economic and Resource Development, provide services for the Foundation under the direction of its Board of Directors. This may include managing the affairs of the Foundation and its staff, supporting the Foundation's board and committees. Perform all services provided to the foundation in accordance with the provisions of the Foundation's master agreement with the district ("Master Agreement") and applicable district policies and regulations.
12. Under the direction of the Vice Chancellor, Workforce, Economic and Resource Development, help to monitor the Foundation for timely compliance with its obligations under the Master Agreement and compliance with all applicable district policies and regulations.

13. Coordinate the district's advancement efforts with the Foundation's marketing efforts and provide district support for those efforts.
14. Make public presentations to support the district's advancement efforts.
15. Prepare and maintain marketing materials for print and electronic communications.
16. Direct, supervise, and evaluate the work of support staff.

**Knowledge, Skills, and Abilities:**

1. Ethical, principle-based leader who communicates high standards and expectations.
2. Highly developed interpersonal skills with the ability to be diplomatic, manage internal politics, and build consensus in a complex environment.
3. Ability to reconcile competing interests and build support from competing constituencies.
4. Effective written, listening and oral communication skills.
5. Experience with systems, processes and work alliances in a complex, collaborative organization.
6. Knowledge of compliance with CASE Reporting Standards & Management Guidelines for non-profit organizations.
7. Knowledge of principles of institutional advancement, development and philanthropy.
8. Demonstrated knowledge of techniques of donor cultivation and solicitation.
9. A clear understanding of community leadership dynamics and volunteer development.
10. Expertise with all forms of private resource development including annual, capital, planned giving and events.
11. Excellent problem solving and analytical skills. Willingness to take risks and solve problems creatively.
12. Excellent process management skills, financial operations experience and computer proficiency with development software (i.e., DonorPerfect) and Microsoft Office products.
13. Enthusiasm, sense of humor and the ability to be flexible.

**Special Licenses, Certificates, etc.:**

1. CFRE Certification or other nationally recognized fundraising training/certification.

**Minimum Qualifications:**

**EDUCATION AND EXPERIENCE**

1. Bachelor's degree from an accredited educational institution.
2. Five years' experience with all forms of private resource development: annual, capital, planned giving, and events fund raising in a college or non-profit (501(c)3) organization.
3. Experience with alumni relations and volunteer development.
4. Requires experience supervising diverse personnel in a range of programs and positions.
5. Evidence of developing and implementing multi-million dollar charitable giving campaigns.
6. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups

who may have experienced discrimination.

7. Demonstrated success integrating diversity into at least three of the major areas including supervision, evaluation, recruitment, hiring, student services, program and/or curriculum development, policies and practices, retention of women, ethnic minorities and the disabled, contracting, mentorship, staff development, and meaningful interaction with diverse students and other employees.

**Desired Qualifications:**

1. Experience in managing and/or administering annual budgets in excess of \$1 million dollars.
2. Proven record of accomplishment that demonstrates initiative, creativity, and managerial and interpersonal skills, preferably in a community college setting.
3. Membership in professional associations.
4. Earned Master's degree
5. Bilingual abilities, desirable.

**Physical Demands**

**Working Conditions:**

1. Typical office environment.

**About San Jose/Evergreen Community College District:**

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2016, with enrollment of approximately 16,000 per semester, and an extremely diverse student population (Hispanic/Latino 41%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 1%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 30 % Hispanic/Latino, 16% Asian/Pacific Islander, 7% Black/African American, 47% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.