



# POSITION ANNOUNCEMENT

## EXECUTIVE DIRECTOR

**Open Until Filled**

The Board of Directors of The Peralta Colleges Foundation (the Foundation) seeks a strategic, entrepreneurial and highly-organized leader, capable of working in collaboration with the Board of Directors to significantly increase the Foundation's financial assets and charitable activities in support of the four Peralta Community Colleges. The successful candidate will also lead and manage the Foundation while expanding its visibility and relationships throughout the District and greater community.

### **ABOUT THE PERALTA COLLEGES FOUNDATION**

The Peralta Colleges Foundation (the Foundation) is an independent 501(c)(3) non-profit auxiliary to the Peralta Community College District (the District) comprised of four community colleges in Northern Alameda County: Berkeley City College (formerly Vista Community College), College of Alameda, Laney College and Merritt College. The Foundation supports academic excellence and success throughout the District by building partnerships in the region to raise funds for scholarships to committed students and financial support to the four colleges that comprise the District.

### **ABOUT THE POSITION**

Reporting to a 20-member, highly visible and active Board of Directors, the Executive Director maintains overall responsibility for staff, operations and finance management; fund development and events; board development and community relations. The Executive Director must plan, organize, coordinate and execute a comprehensive fundraising program to drive student success by engaging foundations, corporations and individual donors as well as alumni and friends of the District.

### ***Duties and Responsibilities:***

#### ***Management of Staff, Operations and Finance***

- Hires, supervises, directs and evaluates the work of the Foundation's staff and volunteers
- Prepares and administers an annual budget in accordance with the Foundation's policies and procedures
- Manages the Foundation's assets and disbursements: supervises the financial accounting system, prepares reports and analysis, gathers data, formulates assumptions, analyzes trends and recommends solutions
- Oversees the Foundation's investment and gift acceptance policies and strategies
- Prepares all necessary reports as required by law and ensures that the annual audit is completed and all audit recommendations are implemented
- Appropriately documents and manages scholarships and grants, including communications with funders, donors, and others related to major funds held and disbursed by the Foundation
- Reviews and analyzes new legislation affecting auxiliary fundraising for a community college

- Identifies entrepreneurial opportunities for the Foundation, analyzes the profit potential and makes recommendations to the Board regarding said opportunities

### ***Fund Development and Events***

- Partners with the Board and others to develop and implement a comprehensive fund development plan designed to support the mission and goals of the District, including actively cultivating and stewarding individuals, foundations and corporations
- Develops and directs a variety of fundraising strategies including major gifts, corporate sponsorships, alumni programs, planned giving, online fundraising (website, email, crowdfunding campaigns, etc.) and annual fundraising events, e.g., golf tournament and gala dinner
- Develops a Peralta Colleges alumni program

### ***Board Development***

- Conveys information about goals and initiatives that enable the Board to effectively support the Foundation's work
- Stewards and supports the Board in identifying, recruiting and on-boarding prospective board members
- Assists the Board in developing and implementing appropriate policies and procedures
- Maintains a working knowledge of the Brown Act

### ***Community Relations***

- Develops and maintains relationships with the College Presidents, administrative and academic leadership and alumni
- Makes presentations to and builds relationships with key District and community institutions, including alumni, the East Bay Community Foundation, business and civic associations and other influential entities
- Develops and implements, in concert with the District's marketing department, a public relations program for the Foundation, including design and maintenance of the Foundation website

## ***Qualifications:***

### ***Personal Characteristics***

- Commitment to the success and development of students
- Visionary and innovative with the ability to inspire and lead staff and volunteers
- Big-picture thinker with a passion for fundraising
- Board development/relationship experience
- Entrepreneurial/self-starter
- Effective collaborator and delegator with strong follow-through
- Excellent verbal and written communication skills
- Strong business and management expertise

**Required Experience and Education**

- A minimum of five years of demonstrated experience in the planning, development and implementation of a wide variety of fundraising programs including: individual donor campaigns, planned giving, corporate sponsorships, grants and events for private or public organizations or foundations
- A minimum of five years of increasingly responsible professional experience in public administration, financial management, philanthropy, marketing, public relations or education
- Bachelors degree from an accredited college or university in public administration, business, marketing, education or a related field

**Desired Experience and Education**

- Demonstrated experience in nonprofit/organizational management and communications
- Knowledge of financial management and evaluation
- Knowledge of community colleges and their distinctive missions and operational environments; familiarity with Peralta Community College District a plus
- Demonstrated understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of East Bay community college students, faculty and staff
- Fluency with computers and associated office productivity software
- Masters degree from an accredited college or university in public administration, business, marketing, education or a related field

**COMPENSATION & BENEFITS**

The salary range for this full-time, exempt, salaried position is \$110,000-\$130,000, commensurate with experience and compensation history. Benefits include health, dental and vision coverage and a generous vacation, sick and holiday schedule.

**APPLICATION INSTRUCTIONS & DEADLINE**

To apply, send a cover letter, resume, salary history and three references to [peraltacollegesfoundation@walkeraac.com](mailto:peraltacollegesfoundation@walkeraac.com).

Email applications are required – use the Subject Line: Executive Director, Peralta Colleges Foundation. Documents must be Microsoft Word or PDF files only (PDF files are preferred).

Resume review begins immediately.

*[NOTE: This is not a Peralta Community College District (PCCD) position. DO NOT submit a PCCD application for this position. Please do not contact the Office of Human Resources regarding this position. All inquiries should be directed to [peraltacollegesfoundation@walkeraac.com](mailto:peraltacollegesfoundation@walkeraac.com). Thank you.]*

*The Peralta Colleges Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability or any other characteristic protected by law.*