



SIERRA COLLEGE FOUNDATION SEEKS DIRECTOR OF PHILANTHROPY

Job Summary

The Director of Philanthropy (Director) is charged with maximizing financial gift support to Sierra College by seeking private and public contributions to increase the margin of excellence for educational programs and services. The incumbent manages and implements fundraising strategies for institutional priorities. In partnering with the Executive Director and Sierra College Foundation staff, the incumbent is responsible for specific fundraising programs, engaging corporations, foundations, and individuals who are current or potential donors. The Director reports to the Foundation's Executive Director.

The Director works with the Executive Director to spearhead development efforts as the Foundation continues to grow. The position works with a high degree of independence, keeping the Executive Director informed of unanticipated issues that may arise and recommending actions and solutions to such situations. The incumbent must understand current philanthropic best practices and have an interest in public relations activities through regular contact with individuals, foundations, and corporations to maintain these relationships. The Director will plan, manage, and implement advancement practices that effectively encourage, engage, and facilitate internal and external support of Sierra College. The Director will implement the philosophy and policies of the College and ensure that the Foundation strives to achieve the College's mission, vision, and institutional goals.

Essential Functions and Qualifications

Essential Functions

- Plan, manage, and implement fundraising strategies for annual fundraising efforts, major gifts, planned gifts, specific projects and/or philanthropic programs
- Coordinate and make philanthropic asks of current and potential supporters of the College
- Coordinate publications, direct mail promotions, and other materials needed for fundraising activities
- Develop and implement marketing strategies to promote a comprehensive gift program
- Work with College leadership to identify funding strategies for specific projects and fundraising techniques
- Work with Foundation Board of Directors, ambassador groups, and volunteers on fundraising efforts
- Develop selected donor cultivation, acknowledgement, and stewardship strategies aimed at existing and prospective donors
- Work with Foundation staff in the maintenance of donor and prospect records and mailing lists for programs related to fundraising strategies and campaigns
- Compile, analyze, and report statistical and financial data
- Work with Foundation staff as part of a comprehensive donor stewardship system, including prospect research, event participation, and maintaining database information
- Participate on College committees and processes as requested
- Represent the College in partnership collaboratives in community, governmental, and professional organizations as appropriate and/or as assigned
- Interpret and apply rules, regulations, and College policies
- Perform other related duties as required

Qualifications

Education: Bachelor's degree from an accredited college or university required; Master's degree preferred

Experience:

- Minimum of five years of successful fundraising experience
- Demonstrated background in meeting or exceeding fundraising goals and objectives with a track record of closing gifts
- Direct experience and success in face-to-face gift solicitation from individuals and corporations
- Strong track record with prospect research, outreach, and donor stewardship
- Experience managing donor gift programs, clubs, or recognition groups
- Experience developing donor cultivation and stewardship events

Knowledge, Skills, and Abilities:

- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle; general knowledge of tax laws that impact charitable giving
- Ability to understand the needs and interests of donors in order to develop relationships between them and the college
- Working knowledge of direct mail, email, social media, and other techniques and strategies of giving campaigns
- Understanding of nonprofit business practices and procedures
- Familiar with current technologies and use of social media in a fundraising environment
- Stellar interpersonal skills with a focus on initiating, building, and nurturing relationships with prospects and donors
- Interest in all aspects of higher education and a desire to promote the College's fundraising priorities
- Understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college student
- Ability to manage multiple priorities while maintaining a good sense of humor
- Excellent MS Office skills and knowledge of donor database systems; experience with Raiser's Edge a plus
- Tactful, diplomatic, and uses discretion with confidential information
- Excellent oral and written communication skills
- High level of energy, enthusiasm, and an entrepreneurial spirit
- A self-confident team member who readily takes initiative and is resourceful in identifying and seizing opportunities
- Willingness to work flexible hours including evenings and weekends when necessary

Salary and Benefits

The salary range for the position is \$100K-\$125K depending on background and experience, plus excellent benefits including vacation and sick leave, cafeteria plan offering medical and 401k options, and 17 campus holidays.

Application Procedure

Please submit a resume and cover letter to foundation@sierracollege.edu. Applicant screening will be ongoing until the position is filled.

About the College

With approximately 125 degree and certificate programs, Sierra College is ranked first in Northern California (Sacramento north) for community college transfers to 4-year universities. The college serves over 25,000 students across 4 campuses in Rocklin (main), Roseville, Truckee, and Grass Valley. Students can choose from a wide range of Associate degrees and certificates, online classes, community education, and Osher Life Long Learning classes.

The College has taken a leadership role in higher education in Placer County. Partnering with public and private four-year universities, Sierra College offers innovative programs directly related to student success. Partnerships with private industry have positioned Sierra as the workforce engine in our community. With the projected growth in Placer County, more than ever, Sierra will play a leadership role in higher education and workforce development.

About the Community

Located in south Placer County, Rocklin is characterized by rolling hills with 360-degree panoramic views of the Sierra Nevada mountains to the northeast and the Sutter-Butte mountain range to the west. Rocklin is a preferred location to live and work because of its convenient location, high quality of life, excellent schools, and abundant nearby recreational opportunities. It is within 20 minutes of Folsom Lake, 30 minutes from downtown Sacramento, and less than 2 hours from Lake Tahoe, the Pacific Ocean, and San Francisco. With a current population of approximately 60,000, Rocklin has been one of the fastest growing cities in California. In 2008, Family Circle magazine named Rocklin one of the “10 Best Towns” for families in America (it was the only California city on the list).