Job Announcement

EXECUTIVE DIRECTOR OF PVC FOUNDATION
Administrator Position
Application Deadline: Open until Filled

Thank you for your interest in employment at Palo Verde Community College District. The following is important information concerning the employment process.

APPLICATION PROCESS

Our employment application form is designed to assist the search committee in evaluating whether or not you possess the required knowledge and skills for the position for which you are applying. Job related information from all applicants will be evaluated to identify those best qualified. Only the best-qualified applicants will be selected for testing and further evaluation. Therefore, the application must be completed to allow a comprehensive review and evaluation. Failure to complete the application (and supplemental material, when required) will constitute failure to comply with the selection process and the application will be rejected.

1. To guarantee consideration, a completed application and any other required material listed on the “Job Announcement”, must be received in the human resources office by the published closing date.
2. Applications are only accepted for positions currently open for recruitment.
3. Current employees who are applying for a position should be aware that material from their personnel files will not be included as part of the application packet, and they should, therefore, provide information on past and present employment in the same degree of detail as any other candidate.
4. Applicants wishing to apply for more than one position must submit a separate application and required materials for each position. Legible photocopies of applications will be accepted only with an original signature and date.
5. Complete all areas of the application. Do not write “See Resume”. 
6. Please read the job announcement/description carefully to insure your background meets the requirements of the position.
7. The district reserves the rights to close, re-advertise, extend the recruitment period, or cancel filling a position at any time.
8. Meeting minimum requirements does not guarantee you an interview.
9. Travel costs related to these initial interviews will be borne by the candidate.

The fillable application can be found on the PVC web site at www.paloverde.edu.

All application materials must be typed and include the following:
1. Cover Letter
2. Palo Verde College Administrator Application – Typed
3. Resume
4. Proof of Education Level – Copy of all levels of transcripts (if hired, official transcripts will be required)

Submit application materials to:
Mrs. Cecilia Garcia, Chief Human Resources Officer
At humanresources@paloverde.edu
Palo Verde Community College District
One College Drive, Blythe CA 92225
760-921-5478

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.
Executive Director of PVC Foundation

NATURE OF THE ASSIGNMENT:

Under the direction of the Superintendent/President, the Executive Director provides strategic leadership, resource development, community and public relations, and general administrative management for the Palo Verde College Foundation. The Executive Director will establish a high quality, comprehensive program for institutional advancement through the administration of fund raising, alumni affairs, community relations, and special events. The Executive Director will assist the Foundation Board in actively developing financial, public, and political support for Foundation goals and priorities. The focus of the Executive Director shall be the advancement of the Foundation’s mission, successful implementation of its strategic initiatives and sustainable management of its operations.

DUTIES & RESPONSIBILITIES:

1. Develop strategic plans to advance the mission of the Foundation. Facilitate stakeholder input to planning process and encourage involvement in the implementation of strategic initiatives.
2. Monitor trends and issues affecting community college advancement to identify opportunities and threats to the Foundation’s mission and strategic initiatives. Recommend and facilitate implementation of appropriate action to maximize opportunities and mitigate threats.
3. Evaluate needs presented by College leadership and constituency members to identify areas in which the Foundation may be most helpful, develop strategy for addressing these needs and recommend action.
4. Provide expert advice to the Board of Directors. Develop and recommend policy, research issues, facilitate training, create reports and develop meeting agendas in collaboration with the Foundation President. Recruit and orient new members of the Board of Directors.
5. Develop and direct implementation of systematic annual giving programs, including membership groups and special events, to secure regular donations and expand the organization’s donor database.
6. Nurture relationships with prospective major gift and planned giving donors, prepare proposals, orchestrate solicitations and facilitate acceptance of major and planned gifts.
7. Develop and direct the execution of successful fundraising campaigns. Provide guidance and support to assigned staff and volunteers engaged in campaign strategies and plans.
8. Identify, develop and guide the implementation of additional resource development initiatives such as social enterprises, cause marketing campaigns and educational partnerships.
9. Develop outreach initiatives to build alumni participation and identify potential alumni donors.
10. Advise campus constituencies on fundraising strategies and regulations. Monitor campus fundraising activities to ensure compliance with policies and governmental agencies.
11. Design and direct public relations and marketing efforts to strengthen awareness of and trust in the Foundation as a meaningful change agent in the community. Train and equip spokespersons to extend the reach of appropriate Foundation messages.
12. Direct the production of community awareness and donor recognition events to increase knowledge of College needs and the Foundation mission.

13. Develop and maintain strong relationships with government officials, businesses and community organizations whose strategic alliances advance the mission of the Foundation. Serve as the Chief liaison for the Foundation with the College, community, regional, statewide and federal stakeholders.

14. Monitor the impact made by the Foundation and provide reports to the Foundation Board of Directors and stakeholders to demonstrate the value of the organization and enhance credibility.

15. Oversee the administration and management of PVC Foundation programs, services and activities including scholarship program, grant solicitation activities and contract / community education services.

16. Evaluate operating procedures and technology to facilitate efficient and effective administrative support structures. Negotiate partnerships and vendor contracts as needed to facilitate the business of the organization.

17. Develop and manage annual budgets to ensure the successful implementation of strategic plans and routine operations. Approve expenditures up to board approved limits. Ensure financial reports are provided to the Foundation Board of Directors.

18. Manage Human Resource functions of the organization including recruiting, hiring, training, supervising, discipline, and if needed, dismissal of all subordinate Foundation staff.

19. Monitor expenditures of charitable resources by the College to ensure they are used appropriately in accordance with donor conditions and stipulations.

20. Ensure compliance with regulatory agencies and donor gift restrictions.

MINIMUM QUALIFICATIONS:

1. Bachelor’s Degree from an accredited college or university related to this position.
2. Five years responsible managerial experience including successful fundraising experience with foundations, corporations and individuals.
3. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS:

1. Experience with fundraising, managing foundations, community development, and volunteer leadership.
2. Experience in managing complex projects and programs.
3. Knowledge of the college's supporting community and service area.
4. Experience in the California Community College system.

SALARY

1. Salary will be on Row 3 of the Administrators salary schedule with placement appropriate to experience.
2. The college offers an attractive package of fringe benefits including district paid medical, dental and vision care and group life insurance.