



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations
ANNOUNCEMENT OF ADMINISTRATIVE POSITION

Position: Executive Director, Foundation

Salary: Schedule AN - \$122,260.27-\$140,436.66/ Annually + Benefits

Extended Deadline: April 4, 2017

Start Date: Fall 2017

BASIC FUNCTION:

Under general direction of the Superintendent/President, develop and provide direction for the Antelope Valley College Foundation to meet revenue growth, management and distribution goals; serve as the Superintendent/President's liaison with the Foundation's Board of Directors; supervise the work of staff supporting the College Foundation; and to perform other related work as required.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Provide leadership for and administration of the Antelope Valley College Foundation; (E)
- Assist the Superintendent/President in working with the Antelope Valley College Foundation Board of Directors to develop Plans for generating revenue, managing the Foundation's resources effectively, involving the College community, employees, and students in supporting and participating in Foundation programs, and in distributing funds to College programs and individuals; (E)
- Assist the Superintendent/President in coordinating the work of the Antelope Valley College Foundation Board of Directors and its committees and planning and implementing policy; (E)
- Communicate the goals, mission and needs of Antelope Valley College to the Foundation, the business community, and the public at large; (E)
- Oversee preparation of Foundation Board and committee agendas, minutes, and reports in consultation with the College President, Foundation President, Secretary, and/or Chairpersons;
- Develop and maintain partnerships with businesses, organizations, and elected officials in the community.
- Represent the College and Foundation in various civic and business related organizations for the purpose of building support for the college.
- Oversee relationships with alumni through various means, such as correspondence and periodic newsletters, to build and enhance campus support.
- Oversee endowment accounts and investment management.
- Develop strategic and annual operating plans for the College Foundation and its fundraising programs and activities.
- Perform other related duties as required.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university or equivalent job-related work experience which may be substituted on a year-for-year basis. Three years of full-time management-level experience including supervising staff and budget/accounting procedures.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

KNOWLEDGE OF:

- College development program – capital campaigns, endowments, annual, and planned giving programs;
- Securing grants, financial support
- Contemporary practices in public relations, marketing, communication, and research;
- Supervisor/administrative principles and practices
- Local, state, and Federal laws and regulations pertaining to gift giving, fundraising and grants.
- The mission of the California Community Colleges, of the policies of Antelope Valley College, of instruments of planned and deferred giving, of proven fundraising techniques.
- And understanding of business principles including accounting and cash flow management.

ABILITY TO:

- Manage people and processes, to work as a team member with diverse groups, to work with large community groups, to direct volunteers.
- Communicate clearly both orally and in writing.
- Work with AVC departments, faculty, staff, and students to ensure appropriate programs and activities are being promoted to potential college supporters and to identify opportunities for college programs based on industry needs.
- Prepare and publish an annual report summarizing College and Foundation accomplishments and awards, and the results of Foundation fundraising and other activities.
- Direct, organize, and provide encouragement to a diverse group and staff.
- Collaborate with agencies, institutions, and stakeholders at local, regional, state, and national levels.
- Recruit Foundation Board of Directors members, community and business leaders interested in providing and raising funds to support Antelope Valley College educational and student programs and activities, scholarships, and capital outlay needs.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate sensitivity to persons of diverse academic, socioeconomic, cultural, disabled, and ethnic backgrounds.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

- Strong planning, problem solving, and organization skills.
- Lead and demonstrate techniques associated with developing collaborative and effective partnerships.
- Work independently and set goals and objectives for the foundation, ultimately supporting college's goals.

CONTACTS: Co-workers, other departmental staff, news media, graphic artists, photographers, contractors, vendors, business community, elected officials, students, alumni, donors, prospects and the general public.

PHYSICAL EFFORT:

Requires dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

Requires the ability to maintain effective audio-visual discrimination and perception required for communicating with others.

WORKING CONDITIONS:

Office environment.

Driving a vehicle to travel from site to site.

APPLICATION PROCEDURE

It is the responsibility of each applicant to have **all** the following documents on file in the Human Resources Office by 4:30 p.m. on the deadline date in order to continue in the application process for this position.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College **administrative application form**.

Please do not state "See Résumé" on any part of the application. Blank spaces or illegible entries may be cause for rejection of the application. The District will not return materials submitted.

2. A letter of intent addressing your interest and qualifications for this position.
3. A personal résumé or curriculum vitae.
4. Transcripts* of **all** college work. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.

*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.

The screening committee will review ONLY complete application packets and the committee will determine applicant's eligibility for an interview. Candidates who are selected for an interview will be notified via telephone.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance, and eligibility to enroll in the State Teachers' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer