

Director of Major Gifts and Advancement Operations
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252702>

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Posted Feb. 5, 2025, set to expire Mar. 3, 2025

Job Title	Director of Major Gifts and Advancement Operations
Department	Development and Entrepreneurship
Institution	San Diego Community College District San Diego, California
Date Posted	Feb. 5, 2025
Application Deadline	03/03/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Accounting & Finance Administration - Other
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Director of Major Gifts and Advancement Operations

San Diego Community College District

Closing Date: 3/3/2025

Position Number: 00120096

Location: District

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Position Type: Classified

The Position:

Posting Details (Default Section)

Closing Date: 03/03/2025 Open Until Filled No Classification Title Director of Major Gifts and Advancement Operations Working Title Recruitment Limits Location District Pay Information Range 6 (\$10,725.84 - \$17,471.26) per month based on the current [Management salary schedule](#) Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook and is non-negotiable. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 00120096 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Management Range 6 Department Development and Entrepreneurship The Position Applications are currently being accepted for the position of **Director of Major Gifts & Advancement Operations** at the San Diego Community College District.

Are you a bold and visionary fundraising professional with a passion for education and community development? Are you driven to break down barriers for students? Do you have the skills and fundraising strategies to lead initiatives that create lasting change by ensuring students and faculty have the resources they need to succeed? If you are a seasoned expert in securing six-figure major gifts and building ambitious, eight-figure strategic initiatives, this is your moment. The **San Diego Community College District** is seeking an experienced and dynamic **Director of Major Gifts & Advancement Operations** to innovate and boost our comprehensive resource and fund development program.

Under the general direction of the Executive Development Officer, the **Director of Major Gifts & Advancement Operations** oversees the coordination, execution, and evaluation of a comprehensive resource and fund development program. This includes operational leadership for fundraising, donor stewardship, and related initiatives. The Director serves as a central coordinator for strategic fundraising efforts, including major and annual gifts, ensuring effective, efficient, and equitable operations aligned with district and college goals.

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About the Role:

The **Director of Major Gifts & Advancement Operations** is distinguished by its focus on operational leadership and coordination of receipt of major gifts, ensuring efficient processes and effective donor engagement. The Director collaborates across district divisions, college departments, district and college foundations, and external partners to streamline fundraising efforts and ensure consistency in donor stewardship and engagement. Incumbents are responsible for developing, implementing, and coordinating procedures for the receipt of private philanthropy, government funding, grants and similar competitive funds, and related financial activities.

This role is critical to the SDCCD's work supporting student access to higher education and success, faculty innovation, community engagement, well-being and prosperity. Your work would directly impact the lives of countless individuals, helping them remove barriers and realize their potential.

A hybrid in-office/remote work schedule is available. Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications **DESIRABLE QUALIFICATIONS**

Knowledge:

- Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations
- Effective communication methods, techniques, and modes to engage with diverse stakeholder communities
- Principles and practices for effective operation of development programs including gift giving, solicitation, stewardship, donor recognition, and program administration
- Professional and ethical standards and practices as administered by the Association of Fundraising Professionals, Partnership for Philanthropic Planning, and Council on Resource Development
- Effective communication, public relations, and marketing methods, techniques, and modes related to development and investment programs, donor recognition, and community awareness
- Principles, concepts, operations, and processes in grant development and administration, accounting, auditing, budget development, and financial management
- Modern office practices, procedures, and equipment, including computer hardware and software
- Lived experiences of students from diverse academic, socioeconomic, cultural, disability,

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gender, and ethnic communities

Skills and Abilities:

- Develop individualized donor strategies and prioritize prospect engagement opportunities
- Develop and implement effective development and entrepreneurship policies, procedures, and activities
- Understand, evaluate, and provide strategic input on the impact of proposed and enacted changes in laws, regulations, programs, guidelines, and effective practices impacting development activities, grants, and entrepreneurship objectives

Training and Experience:

- Any combination of training and experience equivalent to: Bachelor's degree and five years of leadership experience in fundraising, donor relations, or advancement operations, including work with major gift programs. An Advanced Degree and/or Certification in fundraising (e.g., CFRE) and experience in higher education fundraising or advancement are preferred.
- Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

License:

- Valid California driver's license.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your on-line application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to

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upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete the online application;
2. Complete responses to the Supplemental Questions;
3. **Letter of Interest** (not to exceed 3 pages) describing qualifications and experience related to the major responsibilities of the assignment;
4. **Resume** emphasizing experience, education, training and abilities directly related to the position;
5. Three (3) References included within the online application.
6. Unofficial Transcripts (Optional).
7. Foreign Degree Evaluation (Required, if applicable).

Tentative Timeline (Subject to Amendments) Application Screening: March 17, 2025

Interviews: Week of April 7, 2025

Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.
- Employed on an initial contract of two (2) year that is eligible for renewal annually for up to a subsequent two-year period.

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EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01746

Major Responsibilities:

Qualifications:

Desired Qualifications:

DESIRABLE QUALIFICATIONS

Knowledge:

- Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations
- Effective communication methods, techniques, and modes to engage with diverse stakeholder communities
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- Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

License:

- Valid California driver's license.

Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Development and Entrepreneurship
San Diego Community College District