

**FOUNDATION DEVELOPMENT OFFICER,
SUPERVISOR**
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258263>

Downloaded On: Jul. 30, 2025 10:21am

Posted Jun. 13, 2025, set to expire Oct. 6, 2025

Job Title	FOUNDATION DEVELOPMENT OFFICER, SUPERVISOR
Department	Development
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Jun. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
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Job Description

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FOUNDATION DEVELOPMENT OFFICER, SUPERVISOR

San Jose/Evergreen Community College District

Close/First Review Date:06/01/2025

Work Location: District Office

Position Description:

POSITION SUMMARY

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The Foundation Development Officer, Supervisor reports to the Executive Director, District Foundation at the District Office. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 8:00 a.m. - 5:00 p.m. This is a full time, 12 months per year, classified supervisor position.

POSITION PURPOSE

Under general direction of the Executive Director, District Foundation or an assigned administrator, the Foundation Development Officer provides fundraising expertise for the development related activities of the Foundation for the benefit of the students in San Jose Evergreen Community College District. The position identifies, cultivates, solicits and stewards donations; works with volunteers and committees; leads and conducts special events; manages key fundraising campaigns and philanthropic efforts; assists with legacy and planned giving; and leads scholarship and other fundraising for San Jose City College and Evergreen Valley College funding priorities and district initiatives. The position leads and implements marketing and promotional strategies.

NATURE and SCOPE

The Foundation Development Officer is responsible for planning, implementing and supervising the activities and operations of fundraising related projects, working with internal stakeholders, the business community, external agencies and the general public to meet development objectives. The position also provides the direct and indirect supervision of full and part time staff as well as external contractors and community volunteers.

KEY DUTIES and RESPONSIBILITIES

1. Work with Foundation, District and college leadership to develop strategies and implement tactics that will successfully increase philanthropic support from key constituencies including individual donors, foundations, and corporations.
2. Establish annual financial goals and other outcomes for fundraising campaigns for assigned programs including college specific fundraising programs, college priorities, and district initiatives.
3. Develop and implement fundraising campaigns. Identify key prospects, conceptualize, prioritize and plan initiatives to cultivate prospective donors.
4. Maintain active schedule of meetings, calls, visits and other solicitations to meet annual goals and financial targets.

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5. Develop strategies for and manage key fundraising campaigns and philanthropic efforts, and innovation projects to enhance and grow scholarship and other student financial support.
6. Develop and strengthen partnerships with campus and off-campus community members and groups, including local businesses, community-based organizations, and others.
7. Lead grant efforts by identifying viable sources, writing and submitting grants and managing reports required by the grantor.
8. Ensure compliance with applicable grants, including state and federal guidelines and audit requirements; ensure project timelines are met.
9. Provide staffing support and facilitation for event committees and councils; collaborate on efforts to move individuals into the ranks of major givers.
10. Develop proposals, materials, solicitation correspondence, invitations and other fundraising materials.
11. Lead the production of branding and marketing materials for all Foundation related business. Oversee digital newsletters, marketing and social media channels and communications.
12. Lead Advancement operations including preparing reports and information for donor records or databases; and make recommendations as appropriate.
13. Supervise and evaluate the performance of assigned staff, specific contract employees and office volunteers; provide training, advice and supervision for staff to ensure that staff remain aware of and familiar with the District and Foundation policies and procedures.
14. Work with campus employees and volunteers to create activities that will lead to increased funding support for the colleges.
15. Stay current on local and regional fundraising trends as well as federal and state tax laws and regulations.
16. Perform other duties as assigned.

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EMPLOYMENT STANDARDS

Knowledge of:

1. Fundraising techniques and philosophies for non-profit organizations.
2. Annual giving and direct solicitation methods and procedures.
3. Donor database software.
4. Budget preparation and control.
5. Funding and budget methods as well as regulations regarding the use of funds.
6. Interpersonal communication skills using tact, active listening and courtesy.
7. Pertinent federal and state laws, codes and regulations.
8. Financial planning, tax and charitable gift laws, in-kind donations and planned giving.
9. Principles of supervision, training and performance evaluation.

Skills and Abilities to:

1. Demonstrate initiative to raise funds at a level that meets or exceeds annual goals.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, community members and donors
3. Work effectively with prospects, donors, faculty, and staff from diverse, multi-cultural backgrounds and promote the District values of opportunity, equity and social justice.
4. Present a positive image of the District and its colleges in the community.
5. Recruit, train, supervise, motivate and evaluate employees.
6. Motivate volunteers at all levels of the organization.

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7. Plan and organize work to meet schedules and timelines.

8. Work independently with little direction.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Bachelors degree from an accredited institution.

2. Three years of progressively responsible experience in fundraising and development in non-profit setting, and with two years of supervisory experience.

Desired Qualifications:

1. Fundraising experience in a higher education environment.

2. Grant writing experience in educational or non-profit organizations.

3. Experience interacting with volunteer organizations.

4. Bilingual abilities, desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$118,174 - \$151,468 Annual Salary (Range S-135: Supervisor 2024-2025 Salary Schedule).

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Starting salary placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Supervisor positions also include 22 vacation days, 20 holidays, 12 sick leave days and 6 administrative leave days per year.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Development

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