

Director of Foundation  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263992>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Nov. 15, 2025

**Job Title** Director of Foundation  
**Department** Foundation  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** Oct. 15, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6644654>

**Apply By Email**

**Job Description**

Director of Foundation

Image not found or type unknown

**Recruitment Start Date:** 10/10/2025

**Recruitment End Date:**

**Open Until Filled:**

**First Consideration Date:** 11/07/2025

**Salary Range:** 33

**Pay Rate:** \$142,443 - \$187,443 annually

**FLSA Status:** Exempt

**Health & Wellness**

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents

Director of Foundation  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263992>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Nov. 15, 2025

- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

### Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

### Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

### About Citrus College

Celebrating more than 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District. In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia

Director of Foundation  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263992>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Nov. 15, 2025

school districts.

Today, Citrus College occupies a 104-acre campus and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

### **Mission Statement**

Citrus College provides quality educational experiences that support our students in achieving their academic, professional, and personal goals, empowering them to make positive impacts on their communities and beyond. Citrus College faculty and staff take pride in being student-centered and in cultivating a safe, caring, compassionate, and inclusive lifelong learning environment. Our college community welcomes students from all backgrounds and ensures that they have the opportunity to achieve upward social and economic mobility.

### **Accreditation**

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

### **POSITION SUMMARY**

Under the administrative direction and supervision of the Superintendent/President, the Director of Foundation provides leadership, oversight, and administrative support to the Citrus College Foundation and the Alumni Association to further develop and foster a culture of philanthropy among internal and external constituents on behalf of the Citrus Community College District. This position reports functionally to the Foundation Board of Directors and administratively to the District Superintendent/President.

This is a 12-month classified management assignment

### **Minimum Qualifications/Education and Experience**

- Possession of a bachelor's degree.
- Five years of experience implementing principles and practices of non-profit institutional fundraising demonstrating a record of cultivating, soliciting, and stewarding major gifts.
- Three (3) years of experience supervising employees.
- Demonstrates knowledge of state and federal laws and regulations related to a 501c3 non-profit

Director of Foundation  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263992>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Nov. 15, 2025

organization.

- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

### **Preferred Qualifications**

- Possession of a master's degree from an accredited institution in business administration, public administration, or a related field.
- Demonstrated success in designing and leading major donor/gift campaigns, capital campaigns, and planned giving programs.
- Knowledge of advancement services, fundraising databases, and donor management systems (e.g., Raiser's Edge, Ellucian, or similar platforms).
- Demonstrated operational experience in nonprofit fiscal and compliance operations, audits, and nonprofit 501c3 organizations, including grant administration and reporting.
- Demonstrated ability to plan, coordinate, and implement high-profile fundraising events and donor recognition activities.
- Demonstrated commitment to diversity, equity, inclusion, and accessibility (DEIA +) in philanthropic outreach, donor relations, and staff leadership.

### **Licenses and Certificates**

### **Essential Duties and Responsibilities**

- Provides strategic leadership and support to the Citrus College Foundation and Alumni Association by working collaboratively with the Superintendent/President, Foundation President, and Board of Directors (Board) to advance the Foundation's objectives, with responsibility for ensuring the preparation and completion of all Board and subcommittee meeting agendas and minutes.
- Develops, directs and performs activities resulting in the development of resources including major funds acquisition, annual and direct mail campaigns, major gift drives, special fund activities, planned and deferred giving programs and major gift and capital campaigns.
- Manages a comprehensive fundraising program, which includes annual giving, major gifts, planned giving, and a capital campaign.
- Designs and implements special events created for fundraising, cultivation and/or donor recognition purposes.

Director of Foundation  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263992>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Nov. 15, 2025

- Develops and fosters relationships with alumni, college employees, and individuals and groups in the community to encourage progressively higher giving levels in support of the Citrus Community College District.
- Responsible for ensuring all restricted donations are utilized/awarded timely, in accordance with donor restrictions.
- Represents Citrus Community College District and the Citrus College Foundation in the local community, and in respective regional and statewide organizations.
- Assesses, interprets and communicates the goals and needs of the Citrus Community College District to Foundation members, the business community, and public and prospective donors.
- Develops and oversees the implementation of both short- and long-range plans for the Citrus College Foundation and also works to carry out the goals and objectives of the Citrus Community College District's Strategic Plan.
- Assists the Foundation Board of Directors in the development and implementation of policies and procedures; ensures adherence to Citrus Community College District policies, procedures and union contracts; and applicable state and federal regulations.
- Responsible for all fiscal, audit and regulatory operations of the Citrus College Foundation, including providing regular reports to the Citrus College Foundation Board of Directors.
- Manages, analyzes, and prepares annual budgets and budget reports, and establishes and monitors annual fundraising goals for the Citrus College Foundation.
- Supervises and evaluates assigned support staff.
- Supports the strategic goals and mission of the college. Advances a positive image and enhances the reputation of the college to the community.

Other duties as assigned that support the overall objective of the position and the mission of the college.

**Department:** Foundation

**Job Category:** Management

**Assignment:** Full-Time

**Percentage of Time:** 100%

**Months per Year:** 12 months

**Work Days per Week:** M-F

**Work Schedule per Day:** Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

**Work Shift:**

**Bargaining Unit:** Unrepresented

Director of Foundation  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263992>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Nov. 15, 2025

## **Citrus College Diversity Statement**

### **CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will

Director of Foundation  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263992>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Nov. 15, 2025

not be able to apply for a position after the position has closed.

### About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1426>

### Contact Information

Director of Foundation  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263992>

Downloaded On: Oct. 15, 2025 6:56pm

Posted Oct. 15, 2025, set to expire Nov. 15, 2025

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

**Contact**

Foundation  
Citrus Community College

,