POSITION DESCRIPTION
Administrative Personnel

POSITION TITLE:	Chief Development Officer CCC Foundation	
ORGANIZATIONAL UNIT	**REPORTS TO:**	**REVISION DATE:**
Administration	Board of Directors	October 2026

I. NARRATIVE GENERAL DESCRIPTION

The Chief Development Officer (CDO) of the CCC Foundation will be responsible for the day-to-day leadership, operations, financial management, and strategic planning for the Foundation. The Director will work closely with the College President, leadership team, and staff; the Foundation Board; and, current and potential donors to secure philanthropic support for capital and programmatic needs. The CDO will lead the major gifts program of the College and serve as the chief liaison between the institution and volunteers involved with fund-raising activities. The CDO will also be able to demonstrate excellent communications skills, imagination, innovation, and persistence in a team-centric environment.

II. FUNCTIONAL RESPONSIBILITIES

A. Serve as Chief Development Officer and spokesperson for the CCC Foundation.
B. Collaborates with the CCC Leadership Team, professional staff, and community stakeholders to develop and accomplish current and future initiatives to address institutional and economic priorities driving educational and economic advancement for the college and the Foundation.
C. Under the bylaws of the Foundation Board, plan and coordinate all aspects of the development, communication and public relations functions, including, but not limited to;
    1. Strategic and Tactical Planning
    2. Research
    3. Cultivation and Solicitation
    4. Stewardship
    5. Special Events
    6. Media Relations
    7. Publications
    8. Financial Investments
    9. All other activities as normally fall within such area
D. Identify and investigate potential donors and maintain communication to cultivate the relationship.
E. Manage the long-term relationship with the Foundation's constituencies, ensuring they are informed and included in special events and the appropriate Foundation officers and administrators are aware of their existence.
F. Maintain appropriate relationships with the Foundation Board, helping them understand and develop their fund-raising assistance for the Foundation.
G. Actively work with the Board in cultivating prospective donors, and engage in other fund raising and public relations activities to ensure the continued growth of the Foundation's base of support.
H. Develop regular methods of communication with the Board to ensure the members are informed of all activities and have sufficient contextual and financial information to make intelligent decisions.
I. Schedule and coordinate quarterly Foundation Board meetings and develop agendas, including special presentations, etc.
J. Plan and arrange training and development opportunities for board members and staff.

K. Oversee management of the orderly functioning of the Foundation's daily operations, including timely notification of grant approvals and declinations, keeping appropriate records of grant progress, maintaining regular communication with grantees, and keeping records on all donations and gifts.
L. Conduct oversight of office operations and administration, including management of the Foundation's computer, software and equipment needs.
M. Evaluates Foundation operations and departmental needs to assist in the preparation of instructional budgets within established policies and budget parameters.
N. Annually reviews and provides appropriate information and changes for the CCC Foundation website page on the CCC website to ensure accurate information is provided to the public.
O. Serve on college committees as assigned to provide administrative leadership.
P. Collect institutional data as needed for compliance with state and federal reporting.
Q. Investigate, propose and coordinate grant activities for program development as needed.
R. Actively participate in college and community activities.
S. Reviews and maintains current position descriptions for CCC Foundation positions.
T. Conducts the annual inventory of equipment and supplies for the Foundation.
U. Meets attendance expectations as required for position.
V. All other duties as assigned by the President.

III. FINANCIAL AND ADMINISTRATIVE RESPONSIBILITIES

A. Manage the Foundation's financial operation.
B. Maintain effective relationships with banks, investment managers, government agencies and other advisors.
C. Track program expenditures and ensure cost-effective operations.
D. Ensure timely production and distribution of financial reports for the Board; prepare budgets and financial reports for the members; prepare quarterly reports for the President, CFO, and the College Board.
E. Oversee the preparation of materials for the annual audit, and all tax returns and other filings for state and federal governments.

IV. SUPERVISES THE FOLLOWING STAFF

A. Administrative Assistant

V. REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

A. A strong commitment to the community college mission.
B. Enthusiasm for new opportunities in all facets of college fund raising and administration.
C. Flexibility, good humor, high integrity, sound moral and ethical values, and a strong work ethic.
D. Excellent verbal and written communication skills.
E. Ability to communicate effectively with donors, board members, College and Foundation staff, and the community.
F. Strong ability to analyze and solve problems; including analyzing financial statements and investment management reports.
G. Ability to manage multiple projects simultaneously with attention to detail, timelines and deadlines.
H. Ability to follow established policies, work independently, and evaluate processes for quality improvement.
I. Ability to establish an effective rapport with a cross section of institutional staff with varying personalities and backgrounds.
J. Superior organizational skills and ability to prioritize.
K. Knowledge of software applications (word processing, spreadsheets and databases).
L. Meet attendance expectations as required for this position.

M. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

VI. REQUIRED EXPERIENCE

A. A minimum of five years working in a community college or university setting
B. A minimum of three years working in an administrative capacity, preferably in a postsecondary institution and/or public foundation
C. Experience and ease in working with a diverse population.
D. Experience and ease working with potential donors, senior executives, boards and other community leaders.
E. Demonstrated experience in financial management and planning, program budget development and cash management.

VII. REQUIRED EDUCATIONAL BACKGROUND

A Bachelor's Degree in business or a related-field required from a regionally accredited institution of higher learning recognized by the US Department of Education is required. A Master's Degree is preferred.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.