



Director, Development & Strategic Relations - KVCR

Management Range: 18

Board Approved: 12/09/2022

P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the administrative direction of the Executive Director, this position assumes responsibility for the overall management and administration of fundraising, cultivation of sponsorship, underwriting and giving for the purposes of public television and radio production and programming. The Director is also responsible for increasing the visibility of KVCR, FNX and its foundation in corporate, business, and tribal relations.

Additional responsibilities include establishing effective working relationships with key District and College stakeholders, such as department heads, faculty, Media Academy directors and administrative staff to ensure a smooth process for cultivating corporate and strategic partnerships in the community.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages the overall function of Fundraising for the organization, including developing, implementing and managing a comprehensive development plan focuses on expanding and enhancing existing relationships.
2. Designs, implements, and manages a comprehensive corporate outreach strategy to secure sponsorship and funding in line with the KVCR Station's strategic plan.
3. Identifies, cultivates, solicits and stewards corporations, corporate foundations and private foundations in collaboration with KVCR-related development functions.
4. Provides leadership for planning, budgeting, and the development of television and radio programs in consultation with all external partners for funding and coordinating the submission of proposals.
5. Creates and maintains systems for dissemination of information about external sponsorship and funding opportunities with corporate partners and other grants-related information.
6. Provides technical assistance in the planning, writing, program design, budget development, and evaluation of corporate relations.
7. Serves as a liaison in the interconnection of the SBCCD and the Media Academies at San Bernardino Valley College and Crafton Hills College with local community funding partners and the programming or productions jointly created.
8. Oversees, develops, write and coordinates grant proposals/applications and submittals on behalf of KVCR and the SBCCD Foundation; negotiates with funding agents and follows up on progress of grant activities.
9. Manages and coordinates the implementation, guidelines, and performance of any grants received for KVCR and the SBCCD Foundation.
10. Identifies and analyzes new fundraising opportunities; collaborates to solicit funds and in-kind gifts, and identifies and designs special events to support fundraising efforts.



Director, Development & Strategic Relations - KVCR

Management Range: I 8

Board Approved: 12/09/2022

P. 2|4

11. Identifies external sources of income to assist KVCR and the SBCCD Foundation in attaining its objective by identifying, cultivating and soliciting gifts from both individuals and public and private institutions, including but not limited to: the solicitation of donations; fundraising including planned giving, annual Pledge campaigns, capital campaigns, endowments; planned annuities, scholarships, corporate giving, grants, academic and campus program donations; and major event fundraisers.
12. Uses appropriate technology and data systems to manage and monitor corporate sponsors, gifting, donor data bases, and donations for planning and recognition purposes.
13. Provides leadership in the cultivation and nurturing of prospective donors and the development of donor recognition programs, and maintains up-to-date contact, donor, and potential donor information and data.
14. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
15. Provides leadership for the organization to ensure compliance with federal, state, and local laws and regulations.
16. Demonstrates a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
17. Performs other related job duties as assigned

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a foundation, grant management program and fundraising.
- Principles and practices of business to business sales and client management.
- Development and Production of television and radio programs for both traditional and digital media.
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals are essential.
- Principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Principles and practices of program development and administration.
- Principles and practices of financial management and public and non-profit administration. Principles and practices of budget planning, development and preparation, proposal development, assembly, submission and administration.
- Principles of supervision, training, and performance evaluation.
- Principles, methods, procedures and strategies of community relations, marketing, promotion, fundraising, Foundation, scholarship and alumni development.
- Planning and implementation of development programs using college and community resources.



Director, Development & Strategic Relations - KVCR

Management Range: I 8

Board Approved: 12/09/2022

P. 3|4

Ability to:

- Plan, organize, and efficiently manage concurrent demands and meet deadlines. Lead teams, groups and meeting.
- Visualize operational and program implications, reason logically, draw valid conclusions, recommend alternative and take appropriate actions.
- Plan, organize and direct and coordinate the work of others.
- Develop, implement, interpret and apply a wide variety of governmental and department policies and procedures.
- Establish and maintain cooperative working relationships with funding agencies, auditors and community.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's Degree from an accredited college or university.

Required Experience:

- Five (5) years of recent full-time experience in fundraising, underwriting, business development, grants and resource development.
- Evidence of proven success in resource development.

Preferred Experience:

- Experience in an entertainment or educational setting or non-profit corporation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.



Director, Development & Strategic Relations - KVCR

Management Range: 18

Board Approved: 12/09/2022

P. 4|4

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; frequent travel to various sites; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.