



## Job Description

**Job Title: Senior Director – Foundation & Corporate Partnerships      JTC: AQD**

**Salary Range: E05      FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives. Requires a dynamic understanding of relevant laws and policies and the ability to independently analyze problems, search for strategic solutions, organize and influence individuals to meet the vision, mission and goals of the organization and DCCCD. Ensures operations function to promote diversity and professional growth.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven experience providing direct leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Advanced knowledge and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Advanced experience implementing complex projects with the ability to plan and evaluate processes or programs; examine and re-engineer operations; formulate policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Effectively skilled to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Knowledge and experience providing recommendations to sustain and improve work environment in the face of change and environmental challenges. The ability to acknowledge, understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Capable of proactively improving the organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. The ability to recommend policy/procedural changes to support business needs.

Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience. Excellent customer service skills.



## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus three (3) years of experience in related field. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides fundraising expertise and strategic guidance to advance the vision, mission and goals of the DCCCD. Maintains and strengthens a portfolio of existing relationships within corporate and foundation sectors; leverages DCCCD's programs and initiatives to develop new philanthropic support/relationships with private, family, and community foundations as well as corporate giving programs and corporate foundations. Researches data and develops new proposals based on giving guidelines and interests and maintains strong relationships with DCCCD's internal/external network partners.

Directs grant management of private and corporate foundation gifts including monitoring and tracking due dates and statuses of proposals and reporting on expenditures and outcomes (may be in partnership with grant manager(s)). Establishes fundraising and strategic goals in cooperation with senior leadership and develops related strategies and processes to advance goals to completion. Well-developed understanding of external funding and its relationship to the DCCCD. Familiar with the community college instructional and service philosophies. Ability to plan and coordinate multiple and diverse projects simultaneously.

Works collaboratively with DCCCD leadership and DCCCD Foundation team to advance District priorities. Facilitates appropriate networking and connection points between foundations, corporations and DCCCD leadership. Seeks and cultivates opportunities to involve DCCCD with private and corporate foundations at the local, state, and national level.

Oversees quality and effectiveness of funding proposals by serving as the primary writer and editor of all grant proposals made to foundations and corporations. Ensures that the best strategy for donor cultivation, stewardship, and recognition is being implemented for each foundation and corporate sponsor/partnership, including through initial and ongoing gift recognition, submission of applications for awards for donors, and recognition opportunities, when deemed appropriate.

Prepares and presents periodic reports of development activities and results, as assigned by the DCCCD Foundation leadership, for DCCCD internal/external constituents and stakeholders. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the*



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*total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*