



LOS ANGELES COMMUNITY COLLEGE DISTRICT
CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

The Los Angeles Community College District

Invites applications for the position of

CHIEF ADVANCEMENT OFFICER

Annual Salary: \$169,022 to \$209,389



The Los Angeles Community College District is the nation's largest community college district with more than 10,000 employees and an enrollment of approximately 134,000 students per semester. The District's nine accredited colleges serve the residents of more than 36 cities and communities over 900 square miles of Los Angeles County. LACCD offers student transfer education to four-year colleges and universities, associate degrees, career education and a diversity of workforce certificate programs.

Application Deadline:

March 18, 2022

HOW TO APPLY

Interested applicants are encouraged to submit a cover letter and résumé through our online employment system:

<https://www.jobapscloud.com/LACCD/sup/bulpreview.asp?R1=22&R2=1017&R3=001>

CONTACT INFORMATION

Personnel Commission Office

Phone: (213) 891-2129

Email: class_jobs@laccd.edu

Business Hours: Monday to Friday, 7:30 a.m. to 4:30 p.m.



THE POSITION

The Chief Advancement Officer is responsible for the planning, implementation, and operations of the District's advancement program including the areas of fund development, constituent relations, and program funds administration, fundraising and gift giving, student scholarships administration, compliance oversight for non-profit 501(c) 3 auxiliary foundations, and grant administration; acts as the Executive Director of the Foundation of the Los Angeles Community Colleges and provides technical direction over college advancement activities. An incumbent in this class instills a culture of philanthropy throughout the organization and builds and strengthens relationships with a broad range of constituencies to encourage the advocacy of and investment in, and support of the colleges' initiatives, programs, and students.

DUTIES AND RESPONSIBILITIES OF THE POSITION

Plans and directs the District's advancement program which includes the areas of:

- Executive oversight for non-profit 501(c)3 Foundation of the Los Angeles Community Colleges
- Fund development, constituent relations, and program funds administration
- Fundraising and Gift Giving
- Student scholarships administration
- Compliance oversight for non-profit 501(c) 3 auxiliary foundations
- Grant administration

Establishes priorities, strategic goals and objectives for District-wide fund and grant development that increase public awareness and support of District programs, services, and activities and enhance the District's prominence as a worthy and viable source for investment and support.

Creates and executes innovative fund-raising plans and campaigns that utilize best practices in annual, major gifts, private and family foundation grants, and individual and corporate giving to meet fundraising goals.

Researches, identifies, cultivates, and solicits major and annual gifts from donors; cultivates positive and enduring relationships among donors including hosting presentations and tours and producing recognition ceremonies.

Advises the Chancellor, Deputy Chancellor, College Presidents, District managers, and Foundation professionals on initiatives, strategic goals and objectives, project status, and challenges needing attention, evaluation, resolution, and decisions.

Collaborates with the Vice Chancellor/Chief Financial Officer to ensure proper policies and procedures are in place for accounting, fund management reporting, and external audits.

Establishes priorities and goals for principal and major gifts, planned giving, strategic partnerships and programs, stewards all gifts to the Foundation for the District.

Ensures that the priorities of the Foundation align with the strategic and operational needs of the District's colleges and communities, with an emphasis on student enrollment, retention, and completion.

Acts as liaison to the Board of Directors and Executive Committee of the Foundation of the Los Angeles Community Colleges to recruit, coach, and motivate new directors to engage in effective fundraising and other coordinated cultivation/stewardship activities, interfaces with leadership to invest and budget in the most beneficial manner to support students and educational programs of the District.

Instills a culture of philanthropy throughout the organization, ensuring all individuals understand their role in the organization's philanthropic success.



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Directs and facilitates any external assessments, environmental scan and feasibility studies of District advancement operations.

Integrates operations and drives collaboration among colleges and District auxiliary Foundation teams to create long-term objectives including capital and endowment campaigns, program development, enhanced student support and new academic initiatives; manages master agreement renewals.

Evaluates all program structure, systems, policies, and procedures and implements changes as needed; insures all elements of the operation are consistent with legal requirements and best practices.

Administers private funds for student scholarships across all 9 colleges integrating data from Student Information System (SIS) with software to standardize, track and report progress to donors and LACCD internal administration.

Identifies and implements technology platforms that best serve fundraising activities, including social media, research, and analytics.

Directs the District's pursuit of external grants to expand financial resources for programs that support the District's strategic plan; evaluates opportunities, submits applications, measures progress, and oversees compliance and provides reports to funders as required.

Fosters awareness of the benefits of grants and their positive impact on the District and student success.

Monitors foundation operating budgets and insures compliance with all relevant policies and procedures.

Evaluates systems and software applicable to the District advancement program and recommends improvements.

Represents the District to civic organizations, attends meetings and conferences, both locally and nationally, related to advancement, program development, and fundraising.

Develops and oversees the maintenance of the District's Advancement unit budget.

Directs the selection, training, supervision, and evaluation of unit staff to ensure proficient performance, in a logical, non-duplicative and efficient manner, and structure workflows to best meet the requirements of the unit.

Directs and prepares correspondence, reports, and presentations regarding assigned functions.

Performs related duties as assigned.



MINIMUM QUALIFICATIONS

EDUCATION

A bachelor's degree from a recognized college or university preferably with a major in fundraising management, non-profit management, philanthropic leadership, or a related field. An advanced degree in one of the aforementioned majors is desirable.

EXPERIENCE

Five years of recent full-time, professional-level experience in a leadership position with responsibility for private resource development including annual, capital, planned giving, and event fundraising preferably for a non-profit 501 (c)(3) organization. Experience in grant development or administration is desirable. Experience with an institution of higher learning or public agency is desirable.

CERTIFICATION

Possession of a fundraising professional certification such as Certified Fund Raising Executive (CFRE) or Advanced Certified Fund Raising Executive (ACFRE) is desirable.

SPECIAL: A valid Class C California driver's license must be obtained within 10 days of establishing residency in the State of California. Travel to locations throughout the District is required.

ADDITIONAL QUALIFICATIONS

The successful candidate is expected to have knowledge of principles and practices of the full spectrum of development including: gift policies, solicitations, stewardship, donor recognition, and administration; professional and ethical standards and practices as identified and agreed to by the Association of Fundraising Professionals (AFP), Partnership for Philanthropic Planning (PPP), and the Council on Resource Development (CRD); federal, state, and local laws, codes, and regulations related to Foundations and gift giving; principles of communications and public relations and its role in advancing an organizational agenda; funding mechanisms and sources of funding for higher education; relevant government departments and industry associations responsible for expanding District organization, operations and objectives; principles, concepts, and practices of grant development and administration; principles, concepts, and practices of grant development and administration; communications media sources and their most effective uses, including print, broadcast, web, and social media; local, regional, statewide and national trends and advancement issues facing higher education and the basic tenets of community college education; capabilities of computer systems and applications used in the communications and fund raising; organization, functions, and inter-relationships of operating units and programs of the District; principles and practices of organization and management; principles and practices of business and public administration; principles of supervision, team building, and training.

The successful candidate is expected to have skill in interpersonal relationships; presenting concepts effectively verbally and in writing; achieving the understanding and support of individuals or groups with indifferent or opposing points of view.

The successful candidate is expected to be able to formulate a clear organizational vision and operational goals and objectives for institutional advancement; administer and direct a multifaceted and complex advancement program through a combination of managers, consultants, contractors, and staff; establish and implement a comprehensive program of reporting and communication; develop and implement the operating policies required to achieve goals and objectives; interpret, apply, and explain principles and legal provisions pertinent to an advancement program; evaluate program operations and staff; anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events; translate strategic thinking about complex challenges and organizational gaps into executable plans to deliver on strategic goals and solve problems large and small; prepare and present effective oral and written communications, presentations, and reports; integrate technology into business decisions and operations; effectively communicate complex information concisely and in understandable terms; successfully navigate and thrive in a multi-institution context through persuasion, consensus, and effective communication; foster trust and confidence; earn support from internal and external constituencies; mentor staff to advance productivity, personal initiative, and collaboration; establish and maintain effective working relationships with constituency groups, officials and representatives of public and private foundations and organizations, employees, co-workers, and the public; travel to off-site events and meetings.



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BENEFITS PACKAGE

- District-paid medical, dental, and vision insurance plans for employee and dependents
- \$50,000 District-paid life insurance policy
- 12 full-pay days and 88 half-pay days of illness leave
- A minimum of 15 paid holidays per year
- 24 days of vacation annually
- Public Employees Retirement System
- Employee Assistance Program

VACANCY AND SELECTION PROCEDURES

A current vacancy exists at the Educational Services Center, 770 Wilshire Boulevard, Los Angeles, CA 90017. A competitive examination process will be administered as part of the selection process established for this position. This process may consist of one or more parts which may include a training experience evaluation and/or technical oral interview. Candidates passing all parts of the selection process will have their names placed on a ranked eligible list of candidates.

COLLEGES OF THE DISTRICT

East Los Angeles College

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Los Angeles City College

855 N. Vermont Avenue, Los Angeles, CA 90029

Los Angeles Harbor College

1111 Figueroa Place, Wilmington, CA 90744

Los Angeles Mission College

13356 Eldridge Avenue, Sylmar, CA 91342

Los Angeles Pierce College

6201 Winnetka Avenue, Woodland Hills, CA 91371

Los Angeles Southwest College

1600 W. Imperial Highway, Los Angeles, CA 90047

Los Angeles Trade-Technical College

400 W. Washington Blvd., Los Angeles, CA 90015

Los Angeles Valley College

5800 Fulton Avenue, Valley Glen, CA 91401

West Los Angeles College

9000 S. Overland Avenue, Culver City, CA 90230

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Community College District is an equal opportunity employer. The policy of the LACCD is to provide an educational, employment, and business environment free from prohibited discrimination in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status.

2021-2022 LACCD BOARD OF TRUSTEES

Gabriel Buelna, Ph.D., President • David Vela, Vice President • Nichelle Henderson, 2nd Vice President
Mike Fong • Andra Hoffman • Steven F. Veres • Ernest H. Moreno • Coraima Martinez, Student Trustee

LACCD ADMINISTRATION

Francisco C. Rodriguez, Ph.D., Chancellor • Melinda A. Nish, Ed.D., Deputy Chancellor
Ryan M. Cornner, Ed.D., Vice Chancellor, Educational Programs and Institutional Effectiveness
Carmen V. Lidz, MS, Vice Chancellor/Chief Information Officer • Jeanette L. Gordon, Vice Chancellor/Chief Financial Officer • General Counsel (Vacant)
Ruben C. Smith, D.C.Sc. Vice Chancellor/Chief Facilities Executive • Mercedes Gutierrez, Ed.D., Interim Vice Chancellor of Human Resources