



Development Manager

The SBCC Foundation is excited to add a **Development Manager** to our successful and growing team. With assets of more than \$80 million and a full-time staff of fourteen, our Development Manager will play a crucial role in not just ensuring our future success, but taking the SBCC Foundation to the next level and ensure our commitment to secondary education for decades to come.

WHO WE ARE:

The **SBCC Foundation** is a national leader in community college philanthropy. Since 1976 it has provided Santa Barbara City College with private support, serving as the vehicle through which individuals and organizations may invest in the college and its students. As an independent 501(c)(3) non-profit organization, the Foundation distributes approximately \$5 million annually for student success programs (such as the SBCC Promise, offering all recent local high school graduates the opportunity to attend SBCC full-time at no cost), scholarships, book grants, and other critical needs of the college. The SBCC Foundation fuels the excellence of Santa Barbara City College by engaging the community, building relationships, and inviting the generosity of donors. The resources raised and managed by the Foundation enrich college programs, remove barriers, and empower students to succeed as they prepare for careers, transfer to four-year universities, and pursue lifelong learning goals.

THE ROLE:

The **Development Manager** is responsible for identifying, cultivating, soliciting and sustaining mid-level donors for the SBCC Foundation. Reporting to the Chief Development Officer, they partner with the Foundation leadership to ensure that the SBCC Foundation continues to build a strong base of annual unrestricted giving (through the President's Circle), major gifts, and legacy gifts in order to serve the evolving needs of our college and community.

WHAT YOU WILL CONTRIBUTE:

- Provide the management required to maintain and increase the Foundation's annual renewable base of support through the President's Circle and direct mail program.
- Support and partner with the CDO, CEO, and Board of Directors to engage and retain donors, move donors up in their giving levels, and diversify the donor base with an emphasis on major and legacy gifts;

- Execute strategic fund development plans that expand and diversify the organization's donor base and pipeline by creating effective opportunities to cultivate and steward consistent, long-term philanthropic relationships;
- Work collaboratively across the organization to ensure financial, programmatic, and donor obligations are met or exceeded;
- Represent the organization in the community, build relationships, and grow awareness of its mission and programs;
- Research and identify new prospects and funding opportunities for College programs, student support, and the Foundation;
- Create and execute solicitation strategies;
- Maintain an active schedule of donor visits to cultivate, solicit and close major and planned gifts;
- Help plan and staff Foundation-related events.

HOW YOU WILL SUCCEED:

- Collaboration and Inclusivity – Work with employees and volunteers from across the college, foundation, and community, and gain their trust, cooperation, and support; be an excellent team player who models collaborative work behaviors;
- Communication – Effectively transfer thoughts and expresses ideas orally or verbally in individual and group situations; share information openly and frequently and keep others well informed; keep the CEO well informed of work progress in meeting objectives; use effective listening skills to gain understanding from others; possess highly developed written skills;
- Drive for results – Demonstrate commitment to achieving results against internal and external standard of excellence; show a passion for continuous improvement;
- Initiative – Do more than what is required or expected in the job; do things that no one has requested that will improve or enhance the operation, avoid problems, or develop opportunities; plan ahead, anticipate challenges, and take appropriate action; do what it takes despite resistance;
- Problem Solving – Build a logical approach to address problems or manage the situation at hand by drawing on your knowledge and experience base, and calling on other resources as necessary;
- Highest ethical standards – Demonstrate commitment to the highest ethical standards as articulated in the Association of Fundraising Professional's Code of Ethics;



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- Passion – Demonstrate commitment to the organization’s mission and passion for the unique role that community colleges play in creating equitable access to higher education in the United States;
- Flexibility – Be flexible and adaptable to changing needs and priorities as expressed by Santa Barbara City College.

WHAT YOU BRING TO THE TABLE:

- Minimum three years in the non-profit sector;
- Strong interest in and commitment to the role of higher education in advancing personal success, community strength, economic advancement, and social equity;
- Ability to understand the needs and interests of leadership and major gift donors to develop relationships between them and the college;
- Excellent interpersonal skills and a demonstrated record of completing projects;
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle;
- Knowledge of local and regional fundraising trends and climate;
- Willingness to work occasional evenings and weekends;
- Ability to initiate, analyze, monitor, evaluate and advance fundraising plans and articulate the case for giving;
- Track record as a successful fundraiser, including personally cultivating and securing major gifts and building a pipeline of prospects and donors to grow overall donor and revenue base;
- Excellent written and oral communication skills; ability to develop meaningful donor relationships and to articulate a compelling case for support across a broad universe of donors and multiple communication channels;
- Proficiency in the use of donor databases and related technology.

COMPENSATION:

The SBCC Foundation is committed to offering competitive compensation. The starting cash compensation range for this position is \$75,000 to \$85,000. A generous benefits package includes a comprehensive health plan, 403b match, and professional development support.

TO APPLY:

Send a cover letter and resume to morris@sbccfoundation.org.

No phone calls, please.

The position is open until filled.

References and other materials may be requested at a later date.