



**Job Title:** Chief Executive Officer (CEO)  
**Classification:** Full-time Exempt  
**Reports To:** Foundation Board through Board President

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The SBCC Foundation is seeking a **Chief Executive Officer (CEO)** to lead California’s top community college foundation, with assets of approximately \$85 million and a full-time staff of fourteen. The new CEO will build on the SBCC Foundation’s longstanding success in ensuring that Santa Barbara City College remains accessible to all who seek to take advantage of its life-changing educational opportunities. The CEO will be a strategic, visionary thinker who values building partnerships and relationships to support mutual goals. They will value interacting with people and will thrive in a collaborative working environment while also being able to set clear directions. A resourceful leader, they will be intentional in seeking practical results that maximize the return on the SBCC Foundation’s fiscal and human resources. This individual will be versatile and able to anticipate and solve problems and deliver results. The CEO will be resilient and people-oriented, committed to racial equity and inclusion, and able to embrace the perspectives and experiences of others, both inside the organization and in the external community.

**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 SBCC Foundation distributes approximately \$5 million annually for student success programs (such as the SBCC Promise), scholarships, book grants, emergency grants, capital projects, and other critical needs of the college.

**OUR MISSION:** *“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 CEO ROLE:**

The **Chief Executive Officer** works collaboratively with the Foundation Board of Directors and directs the senior staff team to operationalize the mission of the SBCC Foundation. The Foundation provides a net benefit to Santa Barbara City College of between \$7 and \$8 million annually by funding its own operating budget while also providing more than \$5 million in direct benefits to students and college programs. The sustainability of the SBCC Foundation and financial support of college priorities are of utmost importance.

The CEO must develop a deep knowledge of Santa Barbara City College, understand the many roles of community colleges, and know how to navigate the higher education landscape. They must understand SBCC's core programs, including student needs and college priorities, SBCC Foundation operations, and all business strategies. The CEO ensures that the budget, staff, and priorities are aligned with the core mission of the SBCC Foundation, and that both the Foundation board and staff are engaged in meeting the SBCC Foundation goals and objectives.

The CEO is responsible for providing inspirational leadership and direction to all key employees. Of primary importance are the internal relationships with SBCC leadership (Superintendent / President, trustees, SBCC administration, and management) as well as external relationships with SBCC constituents (including alumni, faculty, staff, students, local and regional foundations, business community, and donors). The CEO ensures that the strategic direction of the SBCC Foundation is reflective of college objectives and priorities.

In partnership with the Foundation board, the CEO works to build and expand the financial capacity of the organization through strategic marketing and donor/prospect outreach. The CEO must be seen as a leader in the community and regularly engage with community-based organizations.

The CEO will ensure that the SBCC Foundation's fiscal, operations, fundraising, marketing, human resources, technology, and programmatic strategies are effectively implemented across all segments of the organization.



## **WHAT YOU WILL CONTRIBUTE:**

1. Leadership –
  - a. Collaborate with the Foundation board to ensure that the SBCC Foundation’s work is aligned with its mission and reflective of college priorities and goals.
  - b. Create an effective partnership with the SBCC Superintendent / President to ensure alignment of the SBCC Foundation focus and work with college priorities and goals.
  - c. Provide inspirational leadership and direction to all key staff.
  - d. Ensure stated milestones and goals are met.
  - e. Engage and assist in recruiting Foundation board members and SBCC Foundation volunteer leadership.
  
2. Fundraising –
  - a. Manage and grow an efficient and effective development program through the establishment of annual and long-term fundraising goals.
  - b. Work with Chief Development Officer and staff to plan, direct, manage, and implement all fundraising activities to successfully achieve these goals, which includes the planning and execution of various fundraising events.
  - c. Manage a portfolio of priority prospects and major gift donors.
  - d. With the Chief Development Officer, identify and cultivate planned giving prospects.
  
3. Marketing & Communications –
  - a. Be a highly visible leader in the community, representing the SBCC Foundation in a variety of spaces.
  - b. Work with the Director of Marketing and Communications to establish the strategic marketing direction for the SBCC Foundation to engage the community in the mission of the SBCC Foundation and generate donor support.
  - c. Ensure that the SBCC Foundation continues to build a marketing and communications infrastructure that allows its message and presence to be prominent across multiple media platforms.
  - d. Represent the SBCC Foundation to internal and external organizations and constituencies.



4. Fiscal Sustainability –
  - a. Take overall responsibility for development and management of the SBCC Foundation’s annual budget.
  - b. Ensure accountability and achievement of revenue/expense goals and budgets.
  - c. Ensure the highest ethical standards and fiduciary oversight of the SBCC Foundation assets and donor intentions.
  - d. Be fully versed in investment management and policies of the SBCC Foundation.
  - e. Ensure appropriate property management of the SBCC Foundation real estate, and management of the LLC subsidiary.
  - f. Ensure appropriate fiduciary oversight, along with the Foundation board, of the SBCC Foundation retirement plan.
  
5. Personnel Management –
  - a. Be responsible for the hiring, supervision, and evaluation of senior staff (Chief Development Officer, Chief Finance Officer, Chief Program Officer, Director of Marketing and Communications, and Confidential Executive Assistant).
  - b. Create professional and leadership training opportunities for staff to assist in their personal development and skill level.
  - c. Mentor staff on all aspects of personnel management.
  
6. Technology –
  - a. Identify and enable the implementation of technologies to support the mission, objectives, and strategies of the SBCC Foundation.
  - b. Deploy and maintain up-to-date software and system solutions to ensure data and organizational security and integrity.
  
7. Board of Directors –
  - a. Provide accurate and timely materials and information that the Foundation board needs in order to govern, including for board and committee meetings.
  - b. Collaborate with the Foundation board to ensure fiduciary compliance.
  - c. Attend all Foundation board and committee meetings and work in partnership with Foundation board members toward the achievement of annual goals and objectives.
  - d. Offer appropriate training and support to the Foundation board members to enable them to perform their duties effectively.
  - e. Ensure appropriate staffing and operations of the Foundation board and committee meetings.



### **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 convey thoughts and express ideas orally or verbally in individual and group situations; share information openly and frequently and keep others well informed; keep the team well informed of work progress in meeting objectives; use effective listening skills to gain understanding from others; possess highly developed written and public speaking skills.
- Drive for results – Demonstrate commitment to achieving results against internal and external standards 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, 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.
- 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.

### **KNOWLEDGE, SKILLS & EXPERIENCE:**

- Education: Bachelor's degree from an accredited four-year college or university in nonprofit management, education, public administration, or related field. Master’s degree preferred.
- At least five years (more preferred) of senior-level management experience and a proven record in comprehensive fundraising and resource development, financial management, and strategic planning.
- Strong interest in and commitment to the role of higher education in advancing personal success, community strength, economic advancement, and social equity.



- Deep understanding of the principles and practices of foundation development and administration related to planned giving, capital campaigns, annual campaigns, budgeting, public relations and marketing, contractual agreements, employee supervision and evaluation, and database management.
- Exceptional initiative, vision, and ambition to lead a vibrant philanthropic organization.
- Highest standards of integrity, honesty, and ethical decision-making with the ability to engender the trust of others.
- Aptitude for building a strong staff team, delegating and fostering responsibility and accountability in others.
- Excellent written, verbal communication, and public speaking skills.
- Ability to understand the needs and interests of leadership and major gift donors to develop relationships between them and the college.
- Excellent diplomatic skills and ability to manage and integrate divergent or conflicting views of stakeholders.
- Adept at creative problem-solving.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

Work Location: 721 Cliff Drive, Santa Barbara, CA 93109

Work Environment:

- The CEO will perform most of the work in an office environment, with regular travel to meet donors and partners in other locations.
- Full-time, exempt position, with some work required in evenings and on weekends.

This job description is representative of the expectations of the position described. Additional duties, reporting relationships, and/or position criteria may be assigned as deemed necessary by the Foundation board. No changes to this job description shall be made without authorization from the Foundation board.

The Foundation board reserves the right to revise this job description at any time. The job description does not constitute a contract for employment and does not guarantee employment for any specified period. The job description does not in any way alter the at-will employment relationship.



**COMPENSATION:**

The SBCC Foundation is committed to offering competitive compensation. The starting cash compensation range for this position is \$235,000 to \$275,000, depending on experience. A generous benefits package includes a comprehensive health plan, retirement plan, and professional development support.

**TO APPLY:**

Send a cover letter and resume to [CEOsearch@sbccfoundation.org](mailto:CEOsearch@sbccfoundation.org).

Please save and upload your documents in one combined pdf document.

No phone calls, please. Confidential inquiries are welcome to the above email.

Priority review will begin by December 1, 2023; however, the position will remain open until filled.

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