

**Santa Monica Community College District  
Personnel Commission**

**Associate Director  
of the Santa Monica College Foundation**

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**CONCEPT OF THE CLASS**

The position in this classification directs, plans, organizes, coordinates, controls and supervises general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation; ensures that programs are operating within the appropriate fiscal parameters and remain in compliance with District, State and/or Federal requirements and donor guidelines; directs the activities of the planned giving program; ensures timely and accurate financial reports, including the annual financial audit and adopted budget; acts for the Director of Institutional Advancement in his/her absence.

**ESSENTIAL DUTIES**

Formulates the Foundation's funding policies and procedures with the Foundation Board of Directors and coordinates implementation of policies and procedures with faculty and department managers establishing funding priorities and grants.

Serves on the selection committee for grants and scholarships. Communicates regularly with donors to and sponsors of scholarships to make sure distribution criteria for academic and financial need is fully communicated to the Scholarship Office for recipient selection and is reviewed to assure conditions are met.

Authorizes payment of awards and tracks usage.

Directs the Foundation's planned giving program, including development of annuities.

Presents seminars on and off campus with attorneys and external publics about the strategies and tools of planned giving.

Assists the Director, Institutional Advancement in designing and conducting fundraising campaigns for both restricted and unrestricted gifts to the College through the Foundation.

May represent the Director, Institutional Advancement at various community Functions to speak on behalf of the Foundation and its funding goals to external and internal audiences.

Works with the investment management company and the Board of Directors to develop and maintain solid investment policies and strategies involving more than \$13 million in assets to assure continued growth and safety.

Plans and directs the Foundation's activities in general accounting, special funds accounting, cash and investment management, accounting system development and analysis; accounts payable and payroll for Foundation and District employees working in the Foundation office.

Plans, organizes, and directs the Foundation's accounting and budgeting systems, prepares detailed income and expenditure budgets, and develops and implements accounting controls to regulate financial stability;

Directs fund establishment (more than 400) and distributions from those directed funds for endowments, scholarships, programs, and capital campaigns.

Establishes practices and controls for safe and efficient handling of funds, establishes reporting procedures of financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; reviews related financial and statistical reports;

Supervises the Foundation's accounting office and data management staff including upkeep, design and oversight of the Foundation's website used for information, marketing and on-line contributions.

Trains and oversees the use of Raisers Edge software in both fund management and fund-raising activities of the Foundation making sure the separate functions mesh and share data.

Maintains current knowledge of changes, methods, concepts, requirements, regulations and policies for assigned programs, including computer programs and software.

Coordinates and administers the year-end closing process and compilation of fiscal year financial statements.

Delegates responsibility and authority to subordinate staff.

Develops, recommends, and implements staff training and development programs to provide opportunities for individual employee growth, continuity of work flow and long range development of employees.

Directs the development of performance evaluation standards for subordinate staff; formally evaluates the work of direct subordinate staff.

Interviews and selects staff reporting directly to this position and assists with other interviews as necessary.

Authorizes response to employee grievance and disciplinary actions and contributes to the establishment of organization policy regarding discipline.

Performs other related duties as assigned or requested.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

## SUPERVISION

### ***Supervision Received:***

The position in this classification receives general direction from the Director, Institutional Advancement.

### ***Supervision Exercised:***

This position exercises general supervisory control over assigned staff and Student Workers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

The principles and practices of modern public and business administration and management.

General Accounting Principles.

Computerized on-line programs used for accounting, auditing, fiscal controls and financial management including designated fund and fund raising software.

The practices and principles of accounting and auditing, financial analysis and research procedures.

Effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action.

**Ability to:**

Establish and maintain appropriate cost control and reconciliation measures.

Make public presentations in a dynamic and convincing manner.

Interpret and apply laws, policies and procedures.

Analyze complex situations accurately and adopt an effective course of action.

Effectively manage time, meet deadlines and achieve objectives.

Establish and maintain effective working relationships with the general public, donors, college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment.

Communicate well both orally and in writing.

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree in Accounting, Business Administration, Public Administration, or a closely related field.

***Experience Requirement:***

Six (6) years of progressively responsible experience using computerized on-line program applications to perform fund accounting, budget control, auditing and/or financial systems design, which included at least two (2) years experience in a supervisory capacity. Experience in a non-profit foundation or academic institution is desirable. Fundraising experience is highly desirable.

***Education/Experience Equivalency:***

Any combination of training and experience that would provide the required knowledge and abilities is qualifying

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

**Job Family:** Fiscal Services/Business/Administration

**FLSA Status:** Exempt

**Salary Range:** Range 26 on the Classified Management Salary Schedule

**Personnel Commission Approval Date:** 08/01/2007

**Class History:** N/A