



Job Description

Job Title: Director – Foundation Operations

JTC: AQC

Salary Range: E03

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 the leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and provide excellent customer service.

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 work-related experience in database management and experience in external funding. 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

Directly manages multiple technology systems within the DCCCD Foundation, including acquisitions, programming, deployment, training, conversions and maintenance. Provides leadership, developing and assures relevant advancement of data content and retrieval for district leadership and staff. Oversees daily operations of the Foundation, including the processing of gifts.

Provides leadership in the selection, planning, design, implementation, evolution and support of the information systems to meet the strategic needs of the Foundation and the DCCCD.

Responsible for managing the implementation of the scholarship administration system (Academic Works), and upgrades to the existing systems (Raiser's Edge, Financial Edge, Blackbaud Net Community), where systems can be leveraged to meet business needs, assuring data integrity, implementing information and technology solutions required by users.

Responsible for meeting scheduled production deadlines, reviewing and approving changes to the database systems, establishing policies and procedures, acting as liaison with database system users and system vendors, and provide strategic direction to the advancement services work groups.

Plan and coordinate multiple projects and meet deadlines. Assists executive leadership with the strategic direction, management and operational functions of the DCCCD Foundation/Development Office. Oversees the collection, processing and receipt of all gifts to the Foundation/Development Office and District.

Act as a liaison in all special needs, projects and requests. 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 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.