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FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Senior Director of Operations, Foundation

DATE PREPARED: Summer 2015

DATE REVISED: Fall 2016; Fall 2017

GENERAL SUMMARY:

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provides leadership in the selection, planning, design, implementation, evolution and support of 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 existing systems (Raiser's Edge, Financial Edge, Blackbaud Net Community), which identifies 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 provides strategic direction to the advancement services work groups.

Analyzes, recommends and implements changes and improvements in work processes related to database systems.

Assists the Associate Vice Chancellor of Advancement/Executive Director 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.

Assists the Associate Vice Chancellor of Advancement/Executive Director as liaison in all special needs, projects and requests.

Performs other duties as assigned.

Senior Director of Operations, Foundation

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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.

PHYSICAL EFFORT REQUIRED:

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 EDUCATIONAL/SKILL REQUIREMENTS:

- ☐ Master's degree or higher plus three (3) years of database management experience and experience in an external funding environment.
- ☐ Familiar with the community college instructional and services philosophies.
- ☐ Ability to plan and coordinate multiple and diverse projects simultaneously.
- ☐ Demonstrated research and writing ability.
- ☐ Requires advanced knowledge of software related to database management and word processing, and must be able to communicate with others.
- ☐ Excellent oral and written communication skills, in order to effectively interact with individuals from diverse backgrounds.
- ☐ Strong knowledge and experience in providing effective customer service.
- ☐ Official transcripts will be required.
- ☐ ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***