



SIERRA COLLEGE FOUNDATION

EXECUTIVE DIRECTOR

Organizational Overview

Sierra College is a national leader in higher education and currently ranks first in Northern California for community college transfers to four-year universities. Serving over 25,000 students across four campuses—Rocklin, Roseville (main), Truckee, and Grass Valley—the College offers approximately 125 degree and certificate programs. Students can choose from a wide range of Associate degrees and certificates, online classes, community education, and Osher Lifelong Learning classes.

The college has taken a leadership role in higher education in Placer County. Partnering with public and private four-year universities, Sierra offers innovative programs directly related to student success. Partnerships with private industry have positioned Sierra College as the workforce engine in the community.

The Sierra College Foundation is the primary vehicle for private investment in the College's mission. With a portfolio and endowment currently valued at \$21 million, the Foundation fuels the "margin of excellence" for educational programs and services, positioning Sierra College as a leader in higher education and a critical workforce engine for the growing Placer County region. The Foundation has a staff of six, including a Development Director, Associate Development Director, Program Analyst, Campus Relations, Accounting and Donor Relations/Administrative Assistant, and an annual operation budget of over \$1.2 million.

Job Summary

The Executive Director (ED) serves as the chief executive officer of the Sierra College Foundation, providing the strategic vision and operational leadership necessary to fulfill the Foundation's mission to maximize financial gift support. Reporting to the Foundation Board through the Board President, the ED is responsible for the overall success of the Foundation's fundraising, community relations, and financial management.

The incumbent is responsible for leading the Foundation through a period of significant growth, which includes planning and executing a future comprehensive naming campaign for the District.

The ED serves as a key partner to College leadership, ensuring that philanthropic efforts align with the District's institutional goals, supporting the College's role as a leader in workforce development, and providing a "margin of excellence" for over 25,000 students across four campuses.

This leader will manage the Foundation team, cultivate high-level donor relationships, and serve as the primary advocate for the Foundation within the community.

Essential Functions

- **Strategic Leadership:** Develop and execute long-range strategic plans in collaboration with the Board of Directors to increase organizational impact.
- **Board Governance:** Support the Board of Directors by facilitating effective meetings, committee work, and transparent financial reporting. Collaborate with the Board of Directors, ambassador groups, and volunteers to ensure mission alignment and oversee the preparation of high-quality governing materials.
- **Campaign & Portfolio Management:** Lead the cultivation and solicitation of major individual, corporate, and foundation gifts for a portfolio currently valued at **\$21 million**, while spearheading the strategy for a future district-wide naming campaign.
- **Financial & Fiduciary Oversight:** Manage the annual budget and ensure the accurate reconciliation of development and income records, maintaining the highest ethical and fiduciary standards.
- **Personnel Leadership:** Supervise and mentor the Foundation team to ensure a collaborative and high-performing advancement office.
- **Staff Management:** Hire, mentor, and lead a high-performing development team, fostering a collaborative and results-oriented work environment.
- **Operational Excellence:** Oversee the implementation of District policies and ensure all advancement practices meet the highest ethical and legal standards.
- **Alumni & Partnership Development:** Oversee high-level strategies for the Alumni Association and industry partnerships that drive workforce development.
- **Community Advocacy:** Serve as the chief spokesperson for the Foundation, representing Sierra College in community, governmental, and professional organizations.
- **Marketing & Communications:** Direct strategic marketing, including final oversight of publications, social media, and direct mail campaigns intended to engage the community.
- **Institutional Alignment:** Represent the District in partnership collaboratives with community, governmental, and professional organizations to identify new funding strategies.
- **Operational Systems:** Ensure donor database systems (such as Raiser's Edge) have data integrity and ensure professional maintenance of donor records.

Qualifications

- **Education:** Bachelor's degree from an accredited four-year college or university required; Master's degree preferred.

- **Experience:** Minimum of seven to ten years of senior-level fundraising and management experience, including closing major gifts over six figures.
- **Campaign Knowledge:** Direct knowledge and experience with capital campaigns is strongly preferred to support the District's future naming campaign initiatives.
- **Knowledge:** Deep understanding of nonprofit business practices, tax laws impacting charitable giving, and donor stewardship systems.
- **Skills:** Exceptional oral and written communication skills and the ability to interact effectively with major donors. Community leaders, senior academic leaders, and trustees.
- **Equity:** Demonstrated sensitivity to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.

About the Community

Located in south Placer County, Rocklin is characterized by rolling hills with 360-degree panoramic views of the Sierra Nevada mountains to the northeast and the Sutter-Butte mountain range to the west. Rocklin is a preferred location to live and work because of its convenient location, high quality of life, excellent schools, and abundant nearby recreational opportunities. It is within 20 minutes of Folsom Lake, 30 minutes from downtown Sacramento, and less than 2 hours from Lake Tahoe, the Pacific Ocean, and San Francisco. With a current population of approximately 60,000, Rocklin has been one of the fastest growing cities in California. In 2008, Family Circle magazine named Rocklin one of the “10 Best Towns” for families in America (it was the only California city on the list).

Salary and Benefits

- **Salary Range:** \$175,000 – \$225,000 per year (commensurate with experience).
- **Benefits:** Cafeteria plan for medical insurance, 401(k) options, and 17 paid campus holidays.

Application Procedure and Timing

Submit cover letter and resume to: Andrea Weiss, Search Consultant, andrea@weisscareer.com. Priority review of applications will begin Friday, February 27, though applications will continue to be accepted until the position is filled. Screening interviews will take place in early March. Additional interviews will be conducted on March 16 and March 25.