



**SAN DIEGO  
CONTINUING  
EDUCATION  
FOUNDATION**

— SINCE 2009 —

**SDCE Foundation/Employee Training Institute (ETI)**

**Job Description: Executive Director**

**POSITION**

SDCE is looking for a motivated leader with a successful business development background to fill a unique, full-time position with the SDCE Foundation/Employee Training Institute.

**ORGANIZATION**

The San Diego Continuing Education Foundation (SDCE Foundation) is a tax exempt 501(c)(3) nonprofit organization that supports the advancement of education for San Diego Continuing Education (SDCE). SDCE functions as an integral part of the San Diego Community College District (SDCCD) as the tuition-free, noncredit, adult education and career technical education institution of SDCCD. The SDCE Foundation officially functions as an auxiliary organization for SDCE as defined by State of California Education Code.

The role of the SDCE Foundation includes the authorization by SDCCD to receive funds from and manage, administer, and conduct campaigns for (a) gifts, bequests, devises, endowments, and trusts; (b) loans, scholarships and grants-in-aids; (c) workshops, conferences, institutes, and federal/state projects; and (d) approved public relations programs on behalf of Continuing Education. This also includes contract education under the Employee Training Institute (ETI), a program of SDCE Foundation. ETI has served as a consulting and training resource for over 20 years and provides high quality training solutions and services to customers in both public and private organizations.

**FUNCTION**

The successful leader will report to the SDCE Foundation Board of Directors and serve as the executive-level employee responsible for overseeing the SDCE Foundation/ETI enterprise.

The primary functional areas of responsibility include: 1) Financial Management; 2) Operational and Governance Oversight; 3) Business Development and Project Management; and 3) Grant Writing and Resource Development.

**EXAMPLE OF DUTIES**

**1) Financial Management**

- a) Develop organizational budget;
- b) Write and oversee financial controls, policies and procedures to ensure proper business processes are in place;
- c) Provide oversight and direction for bookkeeping and payroll functions;
- d) Monitor expenditures;
- e) Manage bank accounts;



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- f) Work with the assigned CFO to the SDCE Foundation/ETI;
  - g) Provide accounting oversight including analyzing financial reports;
  - h) Coordinate with SDCCD for the purpose of an annual independent audit of the Foundation's financial and operational record; and
  - i) Coordinate with SDCCD for the purpose of State and Federal tax return preparation.
- 2) Operational and Governance Oversight**
- a) Ensure required forms and documents are filed to maintain nonprofit status;
  - b) Hire, manage, and terminate staff;
  - c) Supervise part-time and full time staff of 2-12 individuals;
  - d) Review and modify Employee Handbook as needed;
  - e) Conduct annual performance reviews;
  - f) Support the coordination of Foundation Board Meetings;
  - g) Oversee the strategic plan for the organization; and
  - h) Maintain positive working relationships with the SDCE Foundation Board of Directors.
- 3) Business Development and Project Management:**
- a) Generate new customers for customized training and contract education program of SDCE Foundation, known as the Employee Training Institute (ETi);
  - b) Initiate and develop new business relationships with executive-level leaders of San Diego businesses, organizations, and agencies for which ETi can provide solutions including customized training, contract education, and/or related business services;
  - c) Sell, negotiate, execute, and manage service agreements and contracts that meet the needs of business and public sector employers;
  - d) Utilize proven sales strategies that result in frequent customer contact and result in revenue-generating contracts for training or related services;
  - e) Develop contracts, including managing deliverables, with instructional staff hired by ETi;
  - f) Direct the work of any consultants and/or part time staff hired by ETi;
  - g) Ensure delivered training and services meet or exceed client requirements; and
  - h) Establish and maintain high-quality, client relationships based on trust.
- 4) Grant Writing and Resource Development:**
- a) Work cooperatively with the Foundation Board of Directors and SDCE Management, to identify businesses and organizations in key industry sectors as qualified leads for training and business services;
  - b) Set up systems and strategies to manage resource development for SDCE scholarships and other fundraising efforts;
  - c) Write and/or coordinate grant application development with SDCE personnel;



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- d) Develop systems to track scholarships, charitable donations, and other fundraising contributions; and
- e) Cultivate donors and contributors at an individual and organizational level.

**5) Other duties as assigned.**

**QUALIFICATIONS**

- Bachelor's degree in business management, marketing, organizational development or closely related field required, Master's degree preferred or equivalent experience.
- A minimum of four years' experience sales and marketing.
- Demonstrated experience in organizational development preferred.
- Demonstrated experience in consultative selling techniques and contract negotiations—(this includes the ability to build organizational awareness of each client's business, organization and objectives in order to link training to client's business objectives).
- Experience working with institutions of higher education and/or workforce systems.
- Understanding of applicable sections of State Education Codes including those connected to Auxiliary organizations.
- Demonstrated track record in generating annual revenue in excess of \$500,000 preferred.
- Experience with fundraising, including fee for service, grant development, major gifts, and scholarship campaigns.
- Excellent relationship building and interpersonal skills.
- Excellent oral and written communication skills.
- Demonstrated commitment to delivering exceptional customer service.
- Demonstrated ability to function as an effective team member.
- Proficient in Microsoft Office; strong skills in Microsoft Word required.
- Ability to function with minimal supervision; strong attention to detail, and ability to meet multiple and sometimes conflicting deadlines.
- Ability to work effectively and tactfully with a diverse student population, clients, vendors, faculty, staff, Board of Directors, and the public.
- Ability to work a flexible schedule and travel within San Diego to accommodate the needs of clients and potential clients of ETi.
- Must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students and staff.



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**Salary:** Negotiable and commensurate with experience. There is a potential for commissions to be earned, based on revenue and new business developed.

**Start Date:** August 1, 2017 or as negotiated. Offer to hire will constitute an annual contract for employment. There will be an initial six month probationary period with the continuation of the position dependent upon performance, funding availability and need.

**Application Procedure:** To apply for this position applicants must submit the following information via email with the *SUBJECT LINE: SDCE Foundation Executive Director* to Jacqueline Sabanos, Vice President of Administrative Services, and San Diego Continuing Education: [JSabanos@sdccd.edu](mailto:JSabanos@sdccd.edu):

- Letter of application, specifically addressing qualifications and directly- related experience in performing the duties and responsibilities described.
- Current resume.

Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Application materials submitted via fax will not be accepted.

An Employment Application, with work history verified, will be required prior to any offer of employment.

Copies of transcripts (unofficial or official) from all colleges from which degrees have been granted will be requested from final candidates.

**Application Deadline:** Application materials must be received either via e-mail or in the San Diego Continuing Education office no later than 5:00 p.m. PDT, July 7, 2017.