

## **THE COLLEGE**

*Hartnell College is one of the oldest educational institutions in California. It was originally established in 1920 as Salinas Junior College and was renamed in 1948 after William Edward Petty Hartnell, who founded the first school in this region in 1834. The main campus, located in Salinas, was developed in 1936 and remains as the valued cultural and educational center of the Salinas Valley.*

*Hartnell offers the first and second year of a baccalaureate program, and awards the associate of arts/sciences degrees and certificates of proficiency. The College has transfer agreements with many California State University and University of California Campuses that guarantee admission for Hartnell Students who have completed the two-year requirements.*

## **THE POSITION**

*Under the general direction of the Executive Director for Advancement, the Director of Development provides support and fundraising expertise for the resource development related activities of the college. A key emphasis of this position is focused on both public and private grants. As a key position of the Advancement Office, the position is responsible for meeting annual fundraising goals and working on the success of all aspects of the Advancement Office including significant involvement with the Hartnell College Foundation.*

***Submit application materials to:***

**HUMAN RESOURCES &  
EQUAL EMPLOYMENT OPPORTUNITY**  
411 CENTRAL AVENUE  
SALINAS, CALIFORNIA 93901  
(831) 755-6706 FAX: (831) 755-6937  
[work@hartnell.edu](mailto:work@hartnell.edu)  
[www.hartnell.edu/hr](http://www.hartnell.edu/hr)

*Application available on our website!*

*Hartnell College  
Human Resources & Equal Employment Opportunity  
411 Central Avenue  
Salinas, CA 93901*



**HARTNELL  
COLLEGE**

*Employment Opportunity*

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***DIRECTOR OF  
DEVELOPMENT***

Filing Deadline: January 4, 2012 by 4:00pm

## **REPRESENTATIVE DUTIES**

- Work with senior leadership to develop strategies and implement tactics that will successfully increase philanthropic support from key constituencies.
- Work with Executive Director of Advancement and Advancement Team to create annual Funding Plan and Goals for the Foundation and the Office of Advancement. Serve as a key member of the Advancement Team in promoting and supporting Hartnell College.
- Identify public grant opportunities for the campus and develop and write proposals from initial concept to final submission with the assistance of campus personnel including the grants manager, the Foundation staff and volunteers. Assures close review and editing of proposals before submission. May include supervision of grant writing consultants for specific proposals.
- Identify, cultivate, solicit and steward corporations, corporate foundations, and private foundations as well as individual donors.
- Develop highly competitive and successful grant proposals for corporate and foundation prospects.
- Initiate opportunities for faculty, administrators, and deans to apply for government grants and to interact with corporate and foundation prospects.
- Work with Grants Manager to provide training in grant identification for campus community.
- Interpret public grant agencies, corporate and foundation interests to college constituencies.
- Monitor proposal deadlines, prepare and edit proposals, and manage proposal submissions and progress and final reports.
- Staff funding committees as needed.
- Develop partnerships with private industry, public sector K-12 education and higher education institutions.
- Help launch new initiatives working closely with the Grants Manager.
- Assist with Advancement operations at all levels including formation and information for

donor records and database.

- Provide general support to the Advancement office and programs and other duties as assigned.
- Participate on college-wide committees as assigned.

## **MINIMUM QUALIFICATIONS**

- ◆ A Bachelor's degree **AND** five years increasingly responsible experience in developing high performing collaborative partnerships.
- ◆ Demonstrated track record for securing and managing public and/or private grants.
- ◆ Strong computer skills.
- ◆ Valid driver's license and own transportation.
- ◆ Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.

## **DESIRED QUALIFICATIONS**

- ◆ Demonstrated ability in grant and proposal writing.
- ◆ Demonstrated ability to write well and communicate effectively.
- ◆ Demonstrated ability to work with the public.
- ◆ Experience working with industry leaders and government agencies.

*\* Meeting the minimum and/or desired qualifications does not assure any candidate an interview.*

## **CONDITIONS OF EMPLOYMENT**

Regular, full time, classified management position. Management salary range V: \$98,784 to \$112,213 annually (**placement dependent upon relevant experience**). District paid medical, dental, and vision insurance for employee and a high percentage for dependents. Life, accident, and income protection insurance premiums are available for the employee only. The District participates in contributions to the PERS retirement system.

*All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation. Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.*

## **APPLICATION PROCEDURE**

All applicants **must** provide the following items in order to be considered in the initial screening:

- 1) A completed district application for Administrative service.
- 2) A letter of application explaining your experiences and qualifications in meeting each of the stated minimum and desired qualifications.
- 3) A current resume.
- 4) College or University transcripts verifying educational requirement. (copies acceptable)

**ONLY MATERIALS REQUESTED WILL BE FORWARDED TO SELECTION COMMITTEE.**

It is the applicant's responsibility to be sure that all required materials are in the Human Resources office by 4:00 p.m. on the filing deadline. Submit all application materials together. Applicants submitting incomplete application packets cannot be considered.

All documents included in your application file become the property of the college and will not be returned. Your file for this opening will not be considered for future openings.

## **EQUAL OPPORTUNITIES**

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process. Job flyer dates 12/14/11-01/4/12