

Position Overview

Barstow College Foundation is seeking a visionary, strategic, impact-oriented, and mission-driven leader as its next Executive Director (ED). The ED provides strategic direction and overall leadership by articulating vision, strengthening culture, setting goals, and empowering the executive management team, while working collaboratively with the Board of Directors. The ED is responsible for overseeing financial management, fundraising, fostering a positive work environment, building partnerships, and advocating for the needs of the students and all people served by Barstow College Foundation.

Key Responsibilities**1. Strategic Leadership**

- Collaborate with the Board of Directors to develop and execute the Foundation's strategic plan.
- Inspire a growth mindset among board members and foster a culture of innovation and collaboration.
- Align the Foundation's activities with community opportunities, such as the BNSF Barstow International Gateway project, to maximize impact on students and the region.

2. Fundraising and Development

- Design and implement comprehensive fundraising strategies to grow revenue through individual, corporate, and foundation giving.
- Build, manage, and sustain a robust donor database, fostering meaningful relationships with current donors, alumni, and prospective supporters.
- Provide leadership and guidance to signature fundraising events, such as scholarships, galas, and donor cultivation programs, ensuring their success.

3. Board Relations

- Provide support and guidance to the Board of Directors, ensuring they are informed, engaged, and equipped to support the Foundation's mission.
- Deliver training and professional development opportunities for board members to enhance governance and fundraising capabilities.
- Collaborate with the board to establish measurable goals, milestones, and outcomes to track progress.

4. Community and Stakeholder Engagement

- Act as the Foundation's ambassador, strengthening relationships with community members, businesses, and government entities in Barstow and the broader region.
- Represent the Foundation at community events, public forums, and in the media to build awareness and support for its mission.

- Partner with Barstow Community College to identify and address the evolving needs of students and the institution.

5. Marketing and Communications

- Develop and execute a marketing and PR strategy that leverages email, social media, and traditional outreach to highlight the Foundation's initiatives and successes.
- Craft compelling messages to engage donors, alumni, and community stakeholders.
- Ensure transparency and consistency in all Foundation communications.

6. Operational Management

- Direct staff members to oversee the day-to-day operations of the Foundation, including financial management, resource allocation, and reporting.
- Manage staff, volunteers, and contractors to execute programs and initiatives effectively.
- Ensure compliance with governance requirements, including bylaws and legal obligations.

Qualifications

Required:

- High School Diploma
- California Driver's License
- Proven experience in nonprofit leadership, fundraising, or development, with a strong record of growing organizational impact.
- Exceptional verbal, written, and digital communication skills.
- Strong understanding of governance and experience working with boards of directors.
- Demonstrated ability to align organizational activities with larger community or economic opportunities.

Preferred:

- Experience in higher education.
- Familiarity with Barstow and Hi Desert community.
- Knowledge of donor database systems and social media platforms for outreach and engagement.

Competencies

- **Visionary Leadership:** Ability to inspire and rally stakeholders around a shared vision for the Foundation.
- **Relationship Building:** A natural connector who thrives on forging meaningful partnerships and alliances.
- **Strategic Thinking:** Proven ability to develop and implement long-term strategies for organizational growth and sustainability.
- **Results-Driven:** Focused on achieving measurable goals and milestones to drive impact.
- **Adaptability:** Comfortable navigating challenges and finding creative solutions in resource-constrained environments.

Position Details

- **Location:** Barstow, California
- **Salary:** Competitive and commensurate with experience, ranging from \$90,000.00-105,000.00.

How to Apply

To apply, please submit your resume, a cover letter detailing your qualifications and vision for the role, and three professional references to Careers@bcf.barstow.edu. Applications will be reviewed on a rolling basis until the position is filled.