



DATE	July 16, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 359 203 360#

Executive Committee Agenda

Per Governor's Executive Order N-29-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

a. Roll Call

Kevin Burton
Michael Bowers

Ariana Joven
Fred Plane

Megan Silva

II. Public Comments

The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

III. New Business

a. Organizational Review – **Action Item (p. 2-8)**

Pritika Ram, Director of Administration

IV. Board Member Comments

V. Next Scheduled Meeting

Executive Committee Meeting
12:00 pm
Friday, December 17, 2021
5005 Business Park North
Bakersfield, CA 93309

VI. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, July 13 2021. Paula Daoutis, Administrative Coordinator.



MEMORANDUM

To: Executive Committee

From: Pritika Ram, Director of Administration

Date: July 16, 2021

Subject: *Agenda Item III(a)*: Organizational Review – **Action Item**

In June 2020, as part of the CCS Fundraising assessment and Foundation Development plan, capacity building was a primary area of focus to meet the organizational goals and fundraising objectives. Identifying designated staff to lead the Foundation will ensure that the implementation and operation of fundraising activities from the Annual Fund to major giving are managed with high standards.

Over a three-to-five-year period, CAPK's intent was to incrementally increase the internal development capacity of the Foundation by the following staffing plan to support anticipated growth:

- Year 1 and 2:
 - Associate Director of Development
- Years 3 and on:
 - Director of Development
 - Associate Director of Development
 - Administrative Coordinator

However, in this first operational year, expectations of the plan and position were not met. After discussing the organizational structure of the Foundation with leadership and the Board Chair and Vice Chair, we are proposing to hire a Director of Development as part of this fiscal year. Staff anticipate hiring a director-level position will attract an experienced and qualified pool of candidates, with an increase salary and scope of work.

Enclosed in the packet is the draft job description and organizational chart. The current fiscal year budget can support the Director position. Please note these items are under review with the Human Resources and Finance Department. These items will be presented to the CAPK Executive Committee for final approval on Wednesday, July 21, 2021.

Recommendation:

Staff recommends the Executive Committee approve the Director of Development job description.

Attachments:

Director of Development Job Description

Organizational Chart

Summary Budget



JOB TITLE

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** 07/21/2021

SUMMARY:

The Director of Development will report to the Chief Executive Officer and maintain responsibility for the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the Agency's mission through the Community Action Partnership of Kern Foundation. This position will serve as a member of the Agency's senior management team under the Executive Division, and will lead the development and implementation plan, and establish policies to take the fundraising program and Foundation to the next level of success. The Director of Development will oversee the Agency's efforts in major gifts, annual fund, events, and development operations. The Director of Development will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

SUPERVISION RECEIVED:

Receives supervision from the Chief Executive Officer.

SUPERVISION EXERCISED:

Associate Director of Development
Administrative Coordinator

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

The Director of Development will work to lead the fundraising efforts for the Agency performing a wide range of duties including some or all, of the following:

1. Develop and implement a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts.
2. Establish and drive performance metrics.
3. Oversee the comprehensive calendar of activities in support of development.
4. Ensure success in events management, including cultivation activities and a signature fundraising event.
5. Work with the Chief Executive Officer, leadership team, Board members and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities.
6. Support the Chief Executive Officer, Board, and other staff in major gift work.
7. Work directly with the Board and staff in providing guidance and direction to their efforts.
8. Work closely with other organization's supporters to identify prospects and existing donors with capacity and attachment.

9. Create appropriate gift club activity and recognition for donors of all sizes.
10. Ensure proper stewardship practices for the timely and accurate recording and acknowledgement of all gifts.
11. Maintain ongoing and active networking with internal and external constituencies.
12. Represent the organization in the community as appropriate.

B. Other Job Specific Duties:

1. Demonstrated working knowledge of all areas of fundraising, with a particular emphasis on major gift acquisition.
2. Proven track record in planning and achieving short- and long-term goals and creating a plan outlining activity.
3. Responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts.
4. Exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff, and all donors; ability to serve as a team player and leader.
5. Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through.
6. Ability to inspire and motivate volunteers and staff.
7. Excellent verbal and written communication skills.
8. Political, analytical and negotiation skills. Sound judgment and superior problem-solving ability.
9. Integrity and fiscal accountability.
10. Experience working with volunteers.
11. Must be willing and available to work evenings and weekends according to event-related scheduling.
12. Experience working with donor management and data management systems preferred.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures.
 Applicable federal, state, and local laws, codes, and regulations.
 Departmental policies and procedures.
 Correspondence and report writing practices and procedures.
 Modern office practices, methods, procedures, and equipment, including computers.
 Word processing, spreadsheet, database, and related software applications.

Ability to:

Possess excellent oral, written, organizational, and interpersonal skills.
 Ability to work effectively in a team environment.
 Ability to set priorities and coordinate multiple projects.
 Demonstrated attention to detail.
 Ability to articulate agency and program mission and to produce clear, grammatically correct, and persuasive correspondence, program information, publicity material, and funding proposals.
 Highly energetic, goal-oriented self-starter with outstanding organizational and interpersonal skills.

Strong time management and organizational skills; highly motivated with attention to detail and the ability to meet goals and deadlines.

Strong administrative skills with the ability to work with volunteers, board members, and CAPK leaders.

Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint.

Some evening and weekend work required.

Work with conceptual matters.

Effectively present program services information to the public, partners, and stakeholders.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's Degree from a four-year college or university. Experience may be considered on a year per year bases for education.
- Three (3) years of professional experience in nonprofit fundraising, or an equivalent combination of education and experience with a strong emphasis on writing and interpersonal skills.
- Demonstrated track record of solid fundraising results and demonstrated success soliciting major gifts, including the ability to plan, organize, and execute fundraising activities effectively, as well as the ability to participate in high-level corporate and foundation solicitations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Completion of TB screening upon offer of employment and every three (3) years thereafter.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

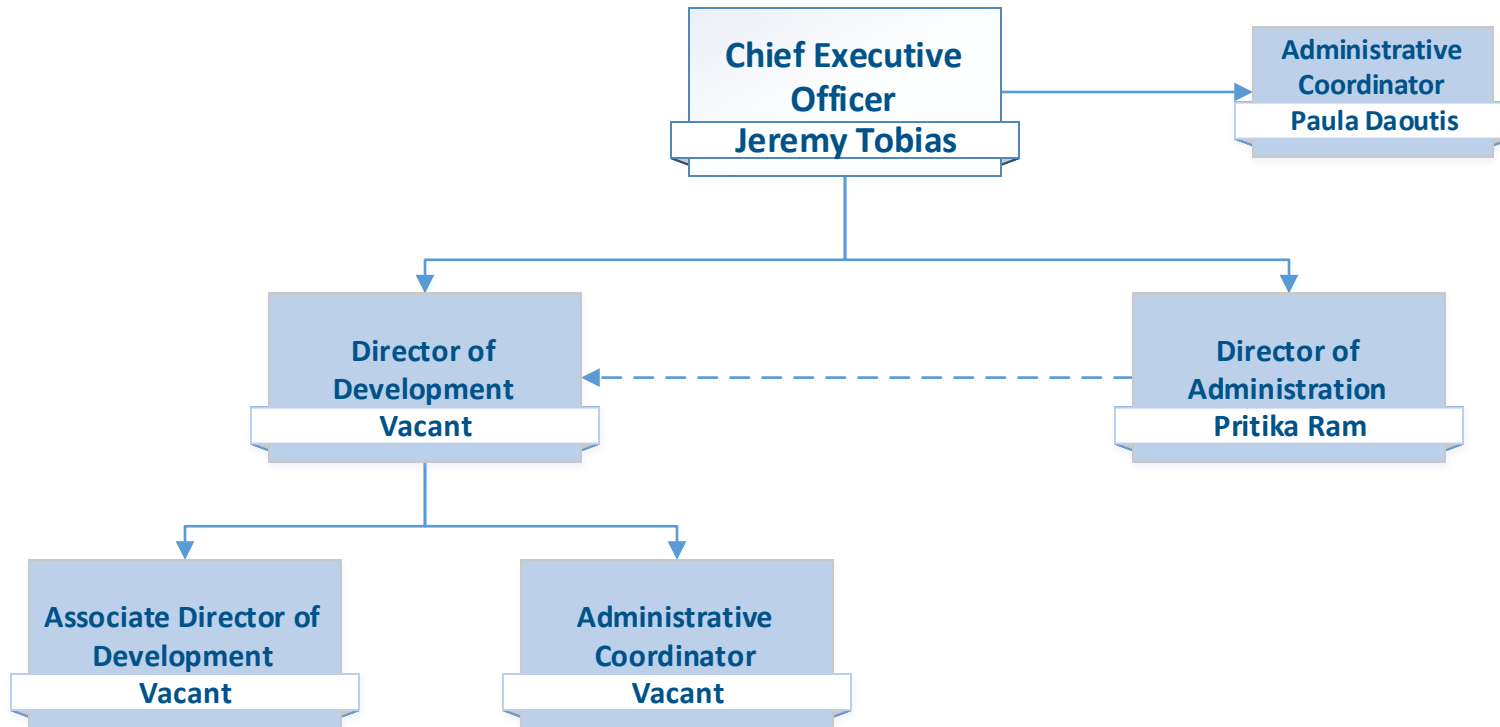
The physical demands described here are representative of those that must be met by an employee to successfully perform' the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Director of Development			
Activity Hours Per Day	NEVER 0 HOUR S	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOUR S	OCCASIONA LLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS	NEVER 0 HOUR S	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75 lbs.	X			X		
76-100 lbs.	X			X		
100+ lbs.	X					



Executive Division CAPK Foundation



Reorganization July 2021
Pending Approval



CAPK Foundation

Community Action Partnership of Kern

Summary Budget

01/01/2021-06/04/2021							ReOrg
Description	Budget Amount	YTD Spend	Balance	YTD Spend	To Go		09/01-12/31
SALARIES	\$ 92,700	\$ 31,780	\$ 60,920	34%	66%		40,269.91
BENEFITS	\$ 19,467	\$ 3,654	\$ 15,813	19%	81%		8,456.67
TRAVEL	\$ 18,150	\$ -	\$ 18,150	0%	100%		-
SUPPLIES	\$ 19,000	\$ 1,828	\$ 17,172	10%	90%		3,000.00
CONSULTANT/CONTRACT SERVICES	\$ 62,500	\$ 23,908	\$ 38,592	38%	62%		12,500.00
OTHER OPERATING COSTS	\$ 39,150	\$ 115	\$ 39,035	0%	100%		39,035.00
TOTAL DIRECT COSTS	\$ 250,967	\$ 61,285	\$ 189,682	24%	76%		103,261.58
INDIRECT COSTS	\$ 25,097	\$ 3,155	\$ 21,942	13%	87%		10,326.16
TOTAL EXPENSES	\$ 276,064	\$ 64,440	\$ 211,624	23%	77%		113,587.73