Operations Manager, Foundation
Butte-Glenn Community College District

Job Title Operations Manager, Foundation

Department Butte College Foundation

Institution Butte-Glenn Community College District

Oroville, California

Date Posted Apr. 30, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Development/Institutional Advancement

Job Website https://www.schooljobs.com/careers/buttecc/jobs/4920281/operations-manager-foundation

Apply By Email

Job Description

POSITION HIGHLIGHTS:

Join Our Foundation Team as an Operations Manager!

The Butte College Foundation is seeking a dynamic and detail-oriented professional to drive our fundraising efforts to new heights. As the Operations Manager, you will support strategic initiatives by collaborating with the Executive Director to implement innovative fundraising strategies and programs. You will manage advancement operations, overseeing donor management systems and gift processing, while providing data and analytics. By integrating new technologies and ensuring data integrity, you will enhance the efficiency of our fundraising activities. Additionally, you will coordinate fundraising campaigns to ensure all activities are well-coordinated and aligned with the college's strategic goals. If you're ready to contribute to a team dedicated to educational excellence, apply now!

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The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m. with Friday off.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:
Please visit the **class specification** to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

DIVERSITY QUALIFICATION:
Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS:
All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

REQUIRED ATTACHMENTS:

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. **In your Diversity Essay,** please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

REQUIRED UPON HIRE:

- Transcripts of Academic Work: Official transcripts will be required upon hire. All offers of employment are contingent upon the submission of official transcripts showing completion of the degree. NOTE: Transcripts are not a required attachment during the application process.
    - Foreign Transcripts: If you have foreign transcripts, you must include a U.S. evaluation

and translation. Please contact the Office of Human Resources for a list of agencies providing this service or visit our website.
- ○ Equivalency: If the position has an education equivalency component within the minimum qualifications and you are applying under equivalency, transcripts will not be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that they are free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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