



## Development Coordinator

Classified Range: 45

Board Approved: 04/11/2019 P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under general supervision, the Development Coordinator plans, coordinates, and implements development activities including coordination of alumni membership drives, contributions, publications, special events, and computer data input. This position prepares a variety of reports and correspondence and also responds to a variety of inquiries from alumni, faculty, staff, managers, Foundation Board Directors, donors, and the general public.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Coordinates all of the fundraising activities from inception to completion.
2. Responds to inquiries from alumni, faculty, staff and the general public.
3. Assists with department campaigns to increase annual financial contributions through direct mail, and special events.
4. Composes and edits a variety of correspondence including fundraising letters, event letters, welcome and thank you acknowledgements, event and program information, mailing inserts and tax donation letters.
5. Coordinates and schedules production of marketing communications materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
6. Coordinates volunteer activities and volunteer involvement.
7. Plans and organizes development-related events on and off campus.
8. Maintains donor data including gift processing, tracking activities in donor files, donor research, developing prospect and invitation lists, and provides reports as requested.
9. Participates in professional group meetings; provides appropriate information within area of responsibility.
10. Incorporates new developments as assigned in the field of advancement, development, and fundraising.
11. Assists with donor identification, cultivation and stewardship in scholarship review and award process; ensures that awards match donor's intent.
12. Assists with proposals, maintains records, and oversees reporting as needed.
13. Assists with the administration of Foundation funded programs in accordance with Foundation bylaws, policies, and procedures, District and College policies and procedures, and state and federal requirements.
14. Monitors expenditures for Foundation funding, including grants, endowments, scholarships, department, program, and other funds. Reviews documentation and funding requests for accuracy.
15. Performs other duties as required, related to the primary job duties of the position.



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### **QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Methods, procedures, and techniques used to successfully solicit funds from various sources.
- Principles and practices of marketing and public relations.
- Principles of advancement, development, and fundraising, including customer service and donor confidentiality.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, graphic design, and databases.
- Principles of business letter writing and basic report preparation.
- Fundraising practices using direct mail, telemarketing, e-marketing, and events.
- Principles and procedures of record keeping and filing.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local codes, laws, and regulations including philanthropic, commercial, governmental, and individual laws, regulations, and tax benefits applicable to fund-raising.

#### **Ability to:**

- Assist in the development, planning, and implementation of a comprehensive fund-raising program geared to specific goals and objectives.
- Organize, coordinate and complete special events, including theme ideas, marketing, and outreach, budgeting and tracking.
- Assist in evaluating the effectiveness of fundraising.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet changing priorities and deadlines.
- Meet critical deadlines while working with frequent interruptions.
- Organize data, maintain records, and prepare reports.
- Work independently in the absence of supervision.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **Education and Experience Guidelines**

##### **Education/Training:**

- An Associates degree or the equivalent of 60 semester units with major coursework in business administration or a related field from an accredited university.



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### **Required Experience:**

- Four (4) years of experience in a customer service focused environment involving a high level of interpersonal public contact.

### **Preferred Experience:**

- Bachelor's degree from an accredited college or university with major coursework preferably in business administration or a related field.
- Fundraising or development experience with a Foundation, nonprofit, or grant-based program.
- Experience in the California Community College environment.

### **License and Certification:**

- Current and valid California driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; occasionally travel from site to site; and extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.