



## Development Coordinator

Classified Range: 45

Board Approved: 11/18/21 P. 1|5

### **SUMMARY DESCRIPTION**

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Plans, coordinates, and implements development activities including coordination of alumni membership drives, contributions, publications, special events, and computer data input.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Coordinates and participates in the daily operational functions of the Foundation office.
2. Coordinates all development-related activities and events from inception to completion, including Foundation board committee meetings.
3. Facilitates Foundation Board communication; responds to inquiries from alumni, faculty, staff and the general public.
4. Assists with department campaigns to increase annual financial contributions through direct mail, and special events.
5. Creates, prepares, and maintains a variety of documentation; obtains signatures as needed; files necessary compliance documentation with appropriate agency as required.
6. 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 and forms.
7. Coordinates and schedules production of marketing communications materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
8. Coordinates volunteer activities and volunteer involvement.
9. Maintains donor data including gift processing, tracking activities in donor files, donor research, developing prospect and invitation lists, prepares and provides reports as requested.
10. Participates in professional group meetings; provides appropriate information within area of responsibility.
11. Incorporates changes as assigned in the field of advancement, development, and fundraising.
12. Assists with donor identification, cultivation and stewardship in scholarship review and award process; ensures that awards match donor's intent.
13. Assists with proposals and grant applications; maintains records and oversees reporting as needed.
14. Assists with the administration of Foundation and grant funded programs in accordance with Foundation bylaws, policies, and procedures, District and College policies and procedures, and state and federal requirements; assists in foundation audits as necessary.



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15. Assists in the development, administration, and analysis of the Foundation's budget; assists in the forecasting of funds needed for staffing, equipment, materials, and supplies.
16. Monitors and processes expenditures and adjustments for Foundation funding, including grants, endowments, scholarships, department, program, and other funds; reviews documentation and funding requests for accuracy.
17. Coordinates the preparation of board agenda items and supporting documents; ensures board items are forwarded within District timelines and legal requirements and guidelines; researches and resolves discrepancies as necessary.
18. Develops and maintains department social media accounts and website; refers issues to technology services.
19. Performs other duties related to the primary job duties.

### **MINIMUM 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.*

#### **CORE COMPETENCIES:**

##### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

##### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

##### **Reading Comprehension**

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations



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### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*



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### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

- An Associate's degree or the equivalent of sixty (60) semester units with major coursework in business administration or a related field from an accredited university.

#### 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:

- Possession of a valid 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 occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; occasionally lift, carry, push, and/or pull heavier amounts of weight with or without



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assistance; 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.