

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOUNDATION DEVELOPMENT SPECIALIST

SUMMARY DESCRIPTION

Under the direction of the Executive Director of Foundation, perform a variety of technical, programmatic, administrative, advanced clerical, and routine staff and analytical duties to assist in planning, organizing, and implementing fundraising activities for the Southwestern College Foundation; provide support for producing publications and public relations materials; cultivate community and College-wide support for the Foundation and its fundraising activities; and maintain stewardship activities and strategies of the Foundation.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of duties in support of planning, organizing, and implementing annual fund campaigns among employees, SWC Foundation Board and committee members, students and alumni, business and industry, and friends of the College. **E**
2. Establish and maintain alumni and fundraising/public relations database for record keeping and reporting; ensure confidentiality of database. **E**
3. Draft and produce correspondence, customized solicitation/appeal letters, thank-you letters, and publications in connection with the College's fundraising, public relations, and donor recognition programs. **E**
4. Prepare SWC Foundation annual calendar; determine meeting dates for Foundation Board of Directors monthly meetings; reserve meeting space; arrange food service; arrange for guest speakers. **E**
5. Provide staff support to SWC Foundation Board, committees, and other groups as assigned; prepare agendas for assigned meetings; provide necessary and pertinent information/reports prior to meetings; attend meetings to take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate. **E**
6. Research, compile, summarize, record, and review information from various sources on a variety of specialized topics related to the SWC Foundation; analyze fundraising data; participate in the preparation and distribution of narrative and statistical recommendations and reports; prepare summary reports including those utilized for the development of targeted solicitation campaigns. **E**
7. Coordinate special event fundraisers and "friendraisers" as assigned. **E**
8. Develop and promote an alumni constituency for Southwestern College. **E**
9. Coordinate content for SWC Foundation social media accounts to engage new and existing donors and alumni. **E**
10. Promote and maintain working relations with College administrators, faculty, and staff regarding SWC Foundation and alumni activities. **E**
11. Communicate with counterparts at other institutions regarding SWC Foundation trends, policies, and activities. **E**
12. Coordinate development of SWC Foundation publications and collateral materials. **E**
13. Coordinate activities with donors, businesses, and other community leaders regarding collaborative efforts for projects involving the SWC Foundation; coordinate with representatives to process agreements, resolutions, and/or MOUs for collaboration on projects. **E**
14. Provide general administrative support to the Executive Director. **E**

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15. Draft, prepare, and/or edit a variety of correspondence, memoranda, agenda items, reports, proposals, and other documents and material according to established procedures, policies, and standards; type from rough draft or verbal instruction; compose correspondence independently. *E*
16. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles and techniques of fundraising for non-profit institution/foundation.
Methods and techniques of public relations.
Interpersonal skills using tact, patience and diplomacy.
Advanced oral and written communication skills.
Basic principles of publication creation, design, and production.
Operating characteristics and functionality of specialized software packages used in assigned area including methods and techniques of fundraising database administration.
Principles, practices, and procedures of business and donor letter writing.
Principles, practices, and procedures of statistical and administrative research and report preparation.
Principles and practices used to establish and maintain files and information retrieval systems.
Technical aspects of field of specialty.
Techniques and strategies of managing volunteers.
Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to fundraising.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform a variety of technical, program support, administrative, advanced clerical, and routine staff duties to assist in planning, organizing, and implementing fundraising activities for the Southwestern College Foundation.
Understand the organization and operation of the SWC Foundation as necessary to assume assigned responsibilities.
Support fundraising objectives and strategies including to target fundraising constituencies and prospect research.
Apply excellent communication skills including English language writing and grammar skills; communicate effectively via written correspondence, listening, speaking, and communicating complex ideas clearly.
Write and edit materials for specific target audiences.
Effectively represent SWC Foundation to outside individuals and agencies in accomplishing the goals and objectives of the Foundation.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility.
Participate in the development and administration of policies and procedures related to assigned activities.
Analyze situations accurately and adopt an effective course of action.
Research, compile, analyze, and interpret data and information and make appropriate recommendations.
Prepare a variety of clear and concise administrative reports.
Maintain accurate and complete records and files.
Train, lead, and provide work direction and guidance to volunteers and student workers.

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Plan and organize work to meet schedules and changing deadlines.
Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.
Exercise a high level of independent judgment and personal initiative; use sound judgment in recognizing scope of authority.
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.
Enter data at a speed necessary for successful job performance.
Work independently and effectively in the absence of supervision.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
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

Any combination equivalent to: graduation from high school supplemented by two years of college level course work in business administration, public administration, marketing or related field; and three years of increasingly responsible administrative support and technical experience preferably involving fundraising in a nonprofit/foundation setting. Experience with Blackbaud Raiser's Edge donor database and AcademicWorks! highly desirable.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

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 with frequent interruptions and distractions; extended periods of time viewing computer monitor; regular interaction with individuals inside and outside the District; possible exposure to dissatisfied individuals.

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. Occasionally drive a vehicle to travel to other offices and locations.

Vision: See in the normal visual range with or without correction.

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

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Human Resources