



DEVELOPMENT SPECIALIST

Reports to: Vice President, Advancement, Executive Director, Foundation

Dept: Office of Institutional Advancement

Range: 24

FLSA: Nonexempt

EEO: Technical and
Paraprofessional

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 by individual positions.

BASIC FUNCTION:

Under general supervision, perform a wide variety of highly confidential, responsible and complex administrative functions related to fundraising, special events, donor cultivation and related initiatives for assigned areas; develop and maintain database and funds management solutions; responsible for donor gift processing, gift acknowledgement, and fund monitoring for areas within the Office of Institutional Advancement; assist in the coordination of fundraising events; and perform related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.
2. Responsible for gift recording, processing, and acknowledgement documentation in conformance with applicable rules, regulations and guidelines pertaining to a variety of gifts and grants; apply gifts and payments to appropriate funding sources and utilize a clearing account for district reimbursement.
3. Reconcile gift, budget, and financial data using a variety of systems in compliance with district policies and procedures; process invoices, requisitions, receipt forms, employee reimbursements, and student payments; prepare documentation for county and audit requirements; ensure proper departmental authorization and appropriateness of requested items and/or services; analyze and advise fund managers of budget totals; assign and verify account numbers for validity of expenditures for reimbursement.
4. Train staff and faculty on creating foundation fund requests through electronic databases; work with relevant departments to provide financial support for various student needs,

including emergency funding and scholarship requests; set up department/program foundation funds.

5. Maintain and utilize highly confidential and complex donor information tracking database; implement and facilitate relationship management strategies to promote donor cultivation, solicitation, and stewardship; ensure database integrity; update database system to maximize automatic processes to reduce manual data entry and increase communication with constituents.
6. Assemble data and prepare reports related to fundraising performance; create donor and mailing lists to support the fundraising efforts of the foundation, Public Information Office, and other departments.
7. Provide highly confidential clerical and administrative support to the Foundation Board committee and leadership as assigned; schedule meetings; attend and take minutes for Board committees and other meetings; prepare and distribute clear, concise and comprehensive correspondence, reports, studies, agendas, minutes, marketing/promotional materials and other written materials.
8. Coordinate logistics of small and large events including catering, ordering materials and supplies, vendor coordination, and audio-visual equipment; proactively troubleshoot onsite logistics; assist in identifying and recruiting speakers; and work with campus facilities, campus security and other departments.
9. Track and monitor internal grant awardees and provide assistance to fund managers;.
10. Maintain department website and social media as assigned.

OTHER DUTIES:

1. Assist with budget development and monitoring for department and foundation.
2. Perform related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Basic principles and practices of fund development, including campaign development, prospect management systems, and event fundraising.
- Principles, practices, and methods of donor tracking, monitoring, reporting, and gift processing administration.
- Organization, functions, procedures and rules of the Foundation Board and its committees.
- Office administration practices and procedures.

- Rules and regulations for the conduct of public meetings including requirements of the Brown Act and parliamentary procedure.
- The district's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Make calculations and tabulations and accurately process and review fiscal and related documents.
- Coordinate and ensure the timely, accurate preparation of Board agenda and agenda packages.
- Read, interpret, apply and explain rules, regulations, policies and procedures including appropriate sections of the state education code and other applicable laws governing foundations, accounting, and financial systems.
- Communicate effectively, both orally and in writing.
- Represent the district effectively in dealings with donors, the community and a variety of not-for-profit organizations.
- Operate a computer, standard business software, and maintain complex donor management system, including database management, tracking code systems, and developing automated systems for small gift campaigns.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from an associate degree program and at least three years of progressively responsible administrative support experience, including at least one in fund development, donor management, or other related field; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Volunteers, temporary workers and student workers as assigned.

CONTACTS:

District administrators, faculty, staff and students, Foundation board members, individual and corporate donors, private employers and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or week-ends on an as-needed basis. Occasional local travel may be requested.