

FOUNDATION DEVELOPMENT COORDINATOR

DEFINITION

Provides assistance in the planning and coordination of campus events for the Foundation and identifies and solicits funds from private individuals, corporations, and foundations. Creates and disseminates information and publication materials to the public, the campus, and the media through various mediums.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Executive Director of Foundation.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Assists in the planning and coordination of the day-to-day activities and the events aimed at donor prospects including alumni, retired staff and special target groups.

Assists in the preparation and monitoring of the annual budget for Foundation events.

Prepares written proposals and reports with recommendations and analyses for the Foundation.

Gathers information, writes, designs, and prepares publication materials for the public, students, and staff.

Writes media alerts, calendar items, and other materials as assigned.

Assures compliance with all federal, state and local laws, relevant contractual obligations, and recognized accounting and reporting standards applicable to fundraising.

Identifies and solicits sources of funding including private individuals, corporations, and foundations.

Assists in the development and implementation of strategies for volunteer leadership and enhanced community involvement in fundraising activities.

Designs and writes fund development informational literature.

Assists administrators, Foundation Board of Directors and other key individuals in planning and managing specific campaign activities.

Assists in the development and maintenance of systems of prospect management and research, and donor relations.

Recruits, organizes, and directs the efforts of volunteers in fundraising activities.

Attends and participates in various administrative and committee meetings, workshops, and conferences to gather information and identify Foundation goals.

Makes oral presentations as requested.

Selects, trains, evaluates and maintains schedules of student workers.

EXAMPLES OF DUTIES (continued)

Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

Principles and practices of effective fund development strategies.

Professional ethical standards and practices as identified and agreed to by the National Society of Fund Raising Executives (NSFRE), the National Committee on Planned Giving (NCPG) and the Council on Resource Development (CRD).

Community relations and community outreach.

Federal, state, and local laws, codes and regulations related to Foundations and gift receipts.

Capabilities of common and specialized donor management computer applications.

District organization, operations, policies and procedures.

Los Angeles County community and business resources available to the college.

World Wide Web and internet environments.

Principles and practices of budget preparation and administration.

Organization and management of records.

Ability to:

Present concepts verbally and in writing.

Achieve the understanding and support of individuals or groups with indifferent or opposing points of view.

Develop and maintain interpersonal relationships.

Organize campus-wide departmental oriented fundraising efforts.

Obtain, organize, and develop fundraising material for audiences of varied interests.

Interpret and apply federal, state, and local laws, codes and regulations related to Foundations and gift receipts.

Prepare reports including complex financial statements and Foundation reports.

Establish and maintain effective working relationships with administrators, faculty, students, and the community.

Communicate clearly and concisely, both orally and in writing.

Learn specific computer applications.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree from an accredited four-year college or university with an emphasis in Public Relations, Journalism, Communications or a closely related field.

Three years of full-time, paid or unpaid professional-level experience in fund development or related field with a public or private agency.

or

Any combination of education and experience.

Desirable:

Experience in an institution of higher learning is desirable.