



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

FOUNDATION DEVELOPMENT ASSISTANT

A Classified Professional Position
Grade 190S – Salary Schedule 40

A. General Statement

Under direction of the Foundation Executive Director, the Foundation Development Assistant provides daily operational, development, administrative, fundraising, and public relations support. The Foundation Development Assistant performs specialized clerical and administrative support. The position is responsible for moderate to more complex assignments, such as research and reporting, project and/or staff coordination and follow-up, facilitating meetings, and participating in the planning and coordination of special events. The Foundation Development Assistant exercises independent judgment while initiating and coordinating office procedures and timelines in order to provide support for the Foundation, analyzes situations accurately, and takes appropriate action in identifying problems and recommending solutions. Public contact is extensive, and involves donors, members of the Foundation's Board of Directors, College and District staff, faculty, students, vendors, other educational institutions, business and community organizations, regulatory agencies, and governmental agencies. A high degree of independent judgment and creativity is required to plan and implement major workloads and to provide input into workflow and project planning and implementation. Consequences of errors in judgment could be costly in public relations, staff and employee time. The Foundation Development Assistant can lead the work of other clerical staff, volunteers and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with donors, community members and organizations, members of the Board of Directors, advisory committee members, and with College and District staff at all levels regarding Foundation policies and procedures, gift processing, payroll deductions, scholarship and program agreements including scholarship award criteria, fundraising activities, direct mail appeals, special events, and more
2. Processes donations, sets up funds in a fund accounting system, prepares bank deposits (including checks and credit card charges) and ensures that deposits are recorded appropriately, coordinates delivery of deposits to the bank, and prepares acknowledgement letters and other correspondence
3. Uses a database to enter, update, make corrections to, and create reports on Foundation gifts

4. Uses a fund accounting system to enter income and expense information for gifts, scholarship distributions, college program expense distributions, and Foundation operational expenses
5. Processes invoices, verifies appropriate receipts and backup documentation, records expense information into accounting system, prints checks, secures appropriate check signatures, and mails payments to vendors
6. Maintains scholarship data, including criteria and fund balances in a scholarship management system (currently AcademicWorks); collaborates and communicates with college personnel on scholarship fund management
7. Assists with the preparation and maintenance of budgets for special events
8. Drives a motor vehicle to attend meetings and workshops as needed
9. Participates as a team member for all Foundation events, including Foundation's Annual Golf Tournament, Arts & Olive Festival (Cañada), Chancellor's Circle Dinner, Jazz on the Hill (CSM), Theater Arts Fundraiser, President's Breakfast (Skyline), and more
10. Assists with the preparation of information for annual audits and relevant regulatory filings and provides information to auditors during annual audit
11. Assists with compliance with Proposition 209 and other relevant laws as they pertain to scholarship criteria
12. Provides administrative support for the Foundation, the Executive Director, the Development Director, and other Foundation management
13. Screens calls, visitors, and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
14. Assists with maintenance of a complex management calendar, including appointment schedules, scheduling of the bi-monthly Foundation Board of Directors meetings, Executive/Finance Committee meetings, Investment Advisory Committee meetings, Golf Committee meetings, Planned Giving Committee meetings, Development Committee meetings, and other ad hoc meetings
15. Assists with the planning and coordination of Foundation events and activities in conjunction with other management and staff and provides event and activity support such as planning logistics, confirming sites and availability of participants, compiling event materials, communicating with Board members and donors, managing timelines, working with outside vendors, maintaining guest lists, preparation of registration materials, tracking and reporting on relevant data (i.e. ticket sales, attendance, sponsorships, income and expense budgets), coordinating mailings and event materials, and providing follow-up as assigned
16. Coordinates, compiles, organizes, prepares, and oversees the production of agendas, minutes, meeting materials, calendars, and other materials as assigned; maintains official records of Foundation Board including agendas, minutes, and resolutions
17. Uses standard office software applications to compose and prepare correspondence, agendas, minutes, calendars, reports, , and special projects

18. Uses a donor database (Raiser's Edge) and spreadsheets to set up, track and maintain a variety of data and files
19. Researches, compiles data for, designs, formats, and prepares statistical, financial, demographic and other data for special and regular reports and databases using a variety of computer and presentation software
20. Confers with Foundation staff and makes recommendations regarding moderate to complex projects, workflow, and policies
21. Trains, supervises and evaluates the work of clerical and other staff as assigned; collaborates with staff in other College and District units for special and regular projects, including planning project timelines, securing staff support, and planning outcomes and deliverables
22. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in Business Administration, Management, or a closely related field
 2. Minimum of one year of professional work experience in nonprofit development, alumni relations, nonprofit marketing, nonprofit public relations, or similar professional work experience.
 3. Successful complex clerical experience of increasing responsibility
 4. Extensive public contact experience with people of diverse cultures, language groups and abilities, including public speaking
 5. Experience with event planning, including planning, coordination, and management
 6. Experience with all aspects of fundraising activities
 7. Experience with training and leading the work of others
 8. Experience with the use of a variety of computer software to maintain databases, compose and prepare correspondence, reports, presentations, and other written materials
 9. Experience with bookkeeping
 10. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports
 11. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
 12. Demonstrated skill in working as part of a customer service team
- OR
- An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires data comparison and interpretation; contact in close proximity with individuals and groups; work under deadline pressure; discretion and tact, multi-tasking; attention to detail; manual dexterity; pulling, pushing, reaching; moving items of light to moderate weight; listening/comprehension of a variety of directional formats; flexibility, driving a motor vehicle, good memory, oral communication to small and large groups, and adaptability in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the policies and procedures applicable to a nonprofit foundation
2. Knowledge of basic bookkeeping principles and practices and procedures

3. Skill in multi-tasking and workload prioritizing under deadline pressure, using independent judgment for decision-making
4. Skill in use of the Microsoft Office Suite
5. Skill in using spreadsheets and database software, including proficiency in fundraising databases such as Raisers Edge
6. Skill in respectful, tactful, confidential and sensitive interaction with people who are diverse in their cultures, language groups and abilities
7. Skill in project and event planning
8. Skill in oral communication, including public speaking and giving clear and concise instructions
9. Excellent skill in written communication
10. Skill in training and leading the work of others
11. Skill in organizing data, setting up, tracking and maintaining data in electronic and manual files
12. Ability to coordinate, anticipate, and resolve workload issues and problems
13. Ability to work effectively as part of a customer service team

(2/2014)