

## **Development Specialist**

### **MiraCosta College**

For full details and to apply, go to <https://apptrkr.com/4309869>

**Type of Assignment:** Full Time

**Assignment Category:** Regular Position

#### **Position Details:**

One regular, full-time position, 40 hours per week, 12 months per year on the Oceanside campus. The work schedule will be Monday through Friday, 8:30 am - 5:00 pm, with evenings & weekends as needed to achieve department goals. The person selected for this position will be subject to assignment to any district facility during any hours of operation.

#### **Remote Work:**

MiraCosta College believes that flexible work enables employees to achieve a more successful balance between work responsibilities and family life. The District offers the opportunity to telework (remote work) for certain positions, depending on the operational needs of the District and the provisions of the telework policy. Probationary and temporary employees are not eligible to telework unless approved by the appropriate vice president. No employee is guaranteed the right to telework. No employee shall be authorized to telework 100% of the time; regular, on-campus presence is expected for all District employees on a weekly basis.

**IMPORTANT: MiraCosta College requires that all employees be fully vaccinated against COVID-19** in order to promote a safe and healthful workplace for employees and to promote the health and safety of our campus community. Unvaccinated employees are at greater risk of contracting COVID-19 and developing severe disease. This causes greater risk to their personal health and unnecessary disruption to the college community that depends on college programs and services. **As of August 23, 2021, all employees must submit proof of vaccination or request and receive approval for a medical or religious exemption prior to their start date.** For more information, please visit <https://www.miracosta.edu/covid/covid-vaccination-requirements.html>.

**Salary Range:** 24

**Compensation:** Starting at \$72,997.00 per year (range 24, step 1), with annual salary step increases up to step 5. In addition, after five years of district service, employees earn a longevity stipend that increases over time.

Employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.

### **Benefits:**

MiraCosta College offers an array of benefits to eligible employees.

- The district pays 100% of the cost of medical, dental and vision insurance for eligible employees and dependents
- \$100,000 life insurance policy
- Up to \$250 of benefit credits per month to help pay for a variety of voluntary benefit options, such as supplemental life insurance, disability coverage, and health care/dependent care flexible spending account (FSA)
- Vacation, sick leave, and up to 18 paid holidays
- State pension system retirement benefits (CalPERS)
- Free and confidential employee assistance program
- Wellness Program
- Participation in the District's Early Retirement Program
- Professional Development Opportunities
- Tuition fee reimbursement
- <https://www.miracosta.edu/academics/degree-and-certificate-programs/social-and-behavioral-sciences/child-development/child-development-center/index.html>

**Position Term in Months: 12**

### **Application Procedure:**

**In order to be considered for this position, you must submit the following documents directly in the online system and finish applying and receive a confirmation number by 11:59 PM on the closing date:**

1. Application on which you list all relevant experience.
2. A current resume or curriculum vitae summarizing your educational background and experience.
3. A cover letter addressed to the "Screening and Interview Committee" specifically describing how your experience aligns with the Essential Duties, Other Duties, and Desirable Qualifications.
4. Transcripts of college coursework that provide evidence of meeting the minimum qualifications as stated in this job posting. Unofficial or legible photocopies are acceptable. **If a degree(s) was earned, the transcripts must state that the degree was awarded.** Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized

by either the U.S. Department of Education or the Council on Postsecondary Accreditation.

If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go to [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635)). Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.

The screening and interview committee will review application materials for up to three to four weeks following the closing/first screening date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.

Offer of employment to the person selected for this position is contingent upon 1) proof of being fully vaccinated\* for COVID-19 or requesting and receiving approval for a medical or religious exemption; 2) successful completion of a pre-placement physical exam at district expense; 3) submission of a current tuberculosis test clearance; 4) proof of eligibility to work in the United States; 5) fingerprint clearance; and 6) approval by the Board of Trustees.

\*Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen]).

Retired STRS members are not eligible for this position.

### **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 acknowledgment, and fund monitoring for areas within the Office of Institutional Advancement; assist in the coordination of fundraising events; and perform related duties as assigned.

### **Distinguishing Characteristics:**

### **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 acknowledgment 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 the department and foundation.
2. Perform related duties as assigned.

**Knowledge Of:**

- 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.

**Ability To:**

- 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 & Experience:**

**To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:**

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.

**NOTE: For work experience, one “year” is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.**

### **Desirable Qualifications:**

- Experience with accounting and finance preferred.
- Experience with Raiser’s Edge database preferred.

### **Licenses & Other Requirements:**

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

### **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 weekends on an as-needed basis. Occasional local travel may be requested.

**Posting Number:** S22/23066P

**Human Resources Contact Information:** jobs@miracosta.edu or 760.795.6854

**Job Close Date:** 7/14/2023

**Diversity, Equity & Inclusion**

MiraCosta College is committed to creating a racially just campus climate. Individuals and their diverse cultures and identities are welcomed, nurtured, and validated. MiraCosta College takes institutional responsibility for closing the equity gap for disproportionately impacted populations including Latinx and Chicanx communities, Black and African American communities, Native Hawaiian and Pacific Islander communities, Native American communities, lesbian, gay, bisexual, trans, queer/questioning, intersex, and asexual (LGBTQIA+) communities, veteran communities, former foster youth, adult students, and students from low socioeconomic statuses. MiraCosta will continue to serve all constituents with values rooted in equity, diversity, inclusion, and community. MiraCosta College's Mission, Vision, Commitment, and Institutional Values & Goals – <https://pa-hrsuite-production.s3.amazonaws.com/3050/docs/105281.pdf>

**About MiraCosta College**

MiraCosta College is one of California's 115 public community colleges. The district operates two campus sites and two centers, and offers a robust online education program. Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Both students and staff enjoy a friendly atmosphere and the feeling that we are all here to help one another. MiraCosta College is an Equal Opportunity Employer with a commitment to diversity, equity, and

inclusion. For more details, please visit our website at [https://www.miracosta.edu/office-of-the-president/board-of-trustees/\\_docs/3400BP-Diversity-Equity-Inclusion.pdf](https://www.miracosta.edu/office-of-the-president/board-of-trustees/_docs/3400BP-Diversity-Equity-Inclusion.pdf)

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