Foundation Development Coordinator

Job#: O-051-22
Salary: $72,019.17 - $97,095.68 Annually
Deadline: 7/22/2022 11:59 PM Pacific

Full job description and OFFICIAL application available ONLY at: http://50.73.55.13/counter.php?id=233296

Summary
Plans, organizes, researches, and coordinates the activities of the College Foundation. Works collaboratively with the Foundation Board of Directors, executives, staff and external organizations, and/or individuals to identify broad-band fundraising opportunities that align with the college’s mission, vision, and strategic plan.

Distinguishing Career Features
The Foundation Development Coordinator is a professional contributor requiring the ability to source, develop, identify, and create strategic activities to support the foundation's fundraising efforts to meet and secure commitments that meet the college’s institutional priorities. The Foundation Development Coordinator demonstrates the ability to research, discover, coordinate, facilitate, and prepare novel/competitive fundraising proposals.

Essential Duties and Responsibilities
Specific duties may vary among departments, divisions, and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties, as assigned:
• Researches new broad-based fundraising opportunities available through private and corporate foundations and endowments. Determines if funding opportunities are appropriate for the college.
• Coordinates planning, organizing, and implementing Foundation activities and events, including but not limited to recognition venues, capital campaigns, fundraising efforts, major individual and corporate gifts, and planned giving.
• Participates in short- and long-range strategic planning activities to create and implement donor relationships, goals, and objectives in preparation for fundraising activities.
• Assists the Director in researching, identifying, and advancing an ongoing program of donor identification, cultivation, solicitation, and recognition. Assist in recruiting Foundation Board members.
• Develops and maintains up-to-date network contacts and organizations to enhance fundraising and event efforts. Develops formats and templates for regular communications to donors and fundraising partnerships, including web pages that offer up-to-date information and status.
• Maintains necessary records, files, reports, databases, and resource materials pertinent to the college Foundation office activities.
• Assists in preparing and monitoring the approved annual operating budgets for the Foundation. On behalf of the Director, reviews financial and budget reports for accuracy.
• Interfaces with business and community organizations to promote the college and Foundation. Represents the Foundation at the campus, business, and community functions.
• Develops formats for regular communications to donors, including web pages and social media that offer up-to-date information and status.
• Maintains up-to-date knowledge and awareness of fundraising opportunities and trends. Researches expanded opportunities from existing, new, and potential donors, and scholarship providers.
• Develop appropriate promotional materials for Foundation activities, programs, scholarships, solicitations, and alumni mailings.
• May oversee and serve as a team leader over the work of staff within the Foundation Department.
• Performs other related duties as assigned that support the objective of the position.
• Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications and Physical Demands

Minimum Qualifications:

Knowledge and Skills
• The position requires specialized knowledge of philanthropic, civic, federal, state, local, and other governmental forms of fundraising opportunities.
• Requires knowledge of fundraising philosophy and principles.
• Requires knowledge of and skill in preparing proposals that connect process with outcomes.
• Requires well-developed knowledge of and skill at using computerized applications such as those for office productivity and web-based research.
• Requires knowledge of budget procedures, proper cash handling, and internal control procedures.
• Requires the knowledge of the development of databases and mailing lists.
• Requires knowledge of modern office practices and procedures.
• Requires advanced knowledge of and skill in oral and written English to prepare professional correspondence, presentations, and compelling grant proposals.
• Requires sufficient math skills to prepare cost-benefit analyses.
• Requires well-developed human relations skills to be persuasive in introductions and presentations to outside individuals and groups.
Abilities

- Requires the ability to perform the essential responsibilities and functions of the position.
- Requires the ability to develop, establish, and implement annual goals and objectives to meet deadlines.
- Requires the ability to develop and maintain productive relationships with college staff, community members, media representatives, and co-workers.
- Requires the ability to plan and organize one’s own work and the work of others.
- Requires the ability to direct and prepare professional correspondence, web pages, and other fund-raising communications and promotional materials.
- Requires the ability to demonstrate sound judgment and creativity in the application and interpretation of events, situations, rules, and regulations.
- Must be able to train and provide direction to others and organize and manage multiple projects.
- Requires the ability to prepare clear and concise statistical and narrative reports, correspondence, technical and promotional materials.
- Requires the ability to develop and maintain records, files, and computerized record-keeping systems.
- Requires the ability to work cooperatively and productively with others.
- Requires the ability to communicate effectively with volunteers, donors, community members, faculty, staff, students, and the public.
- Requires the ability to interpret simple to complex procedures, rules, and regulations related to department functions.
- Requires the ability to present and promote the Foundation to the staff and public in an effective and professional manner.
- Requires the ability to exercise independent judgment; perceive, assess, and determine a reasonable course of action in work relationships and progress development.

Physical Abilities

The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.

Essential functions will vary by position.

As defined by Title I of the Americans with Disabilities Act (“ADA”) and California's Fair Employment and Housing Act (“FEHA”), the District shall engage in a timely, good-faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

Education and Experience and demonstrated evidence of D.E.I. (Diversity, Equity, Inclusion) must meet all:

This position requires a Bachelor's degree in marketing communications, journalism, or equivalent, and two years of experience in fundraising and development, or equivalent.

Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

AND

Demonstrated evidence of responsiveness to and understanding of the racial, ethnic, disability, gender identity, sexual orientation, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practice within the classroom.

Licenses and Certificates

May require a valid driver's license.

Note: (D.E.I.A. - Diversity, Equity, Inclusion, Access)

The Coast Community College District (Orange Coast College, Golden West College, and Coastline) continue to strengthen our efforts around diversity, equity, inclusion, and access. Orange Coast College is focused on creating a culture of inclusive excellence by uplifting employees and students through an environment that is equitable, diverse, inclusive, and accessible. We have a strong focus and importance on D.E.I.A. (Diversity, Equity, Inclusion, Access) and will be actively listening, assessing, and evaluating this throughout each stage of the application, recruitment, and interview process.

Orange Coast College - Equity, Diversity, and Inclusion

Conditions of Employment

This is a temporary contract, full-time, categorically funded, 12 months per year, Classified Contract position. The District reserves the right to extend, modify, or eliminate this position based upon available funds. The normal hours of work will be Monday through Friday 8:00 am to 5:00 pm, with the flexibility to occasionally work extended hours and/or weekends, if necessary, to meet the needs of the department. The effective date of employment will be arranged with the supervisor. The District provides medical, dental, and vision insurance for the employee and eligible dependents and life insurance for the employee. (Salary Schedule: EE-121)

Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment. The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Coast Community College District policies, procedures, and Title IX. (Reference: BP/AP 5910 ) The Coast Community College District celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators, and faculty thrive. Individuals interested in advancing the District’s strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.