RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT invites applications for the position of:

Development Coordinator

**JOB TYPE** Full-Time, 40 hours/week; 12 months/year

**DIVISION:** President’s Office/SAC

**DEPARTMENT:** College Advancement

**OPENING DATE:** 07/14/2022

**CLOSING DATE:** 08/19/2022, 05:00 PM

**START DATE:** As soon as possible after the offer of employment

**SITE:** Santa Ana College

**2022/2023 CSEA SALARY RANGE:** Grade 15: $69,219.99 - $88,352.51/year

**BENEFITS**

The District shall contribute up to $29,759.88 per fiscal year toward employee and dependent(s) medical/dental coverage; contribute $1,500 per fiscal year toward dependent(s) or employee medical/dental coverage or other approved deductions consistent with IRS regulations; provide life insurance of a minimum of $50,000 or a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the CSEA contract. Payroll deductions include the California Public Employees' Retirement System and Social Security.

**CLASS SUMMARY**

Under general direction the Development Coordinator is responsible for the development and coordination of fundraising programs, donor development and stewardship regarding the Office of College Advancement. Develops and coordinates annual giving campaigns and other fundraising campaigns. Develops and maintains mutually respectful and collaborative relationships with community leaders, faculty and staff to foster their participation in donor outreach and solicitations. Responsible for the development, maintenance, and integrity of fundraising and constituent data; analyzes donor trends to develop effective strategies and recommendations; utilizes database and social networking tools to facilitate alumni development and build an online community; provides technical support and serves as an integral member of the college's development/fund raising team; Coordinates special events, other Foundation related activities; and performs other related duties as required.

**REPRESENTATIVE DUTIES**

Develops and coordinates annual giving and other fundraising campaigns, engages in donor development and general donor stewardship.

Coordinate strategies and implement tactics that increases philanthropic support from key constituencies using data and marketing tools.

Participates in the identification and cultivation of prospective donors including individuals, corporations, corporate foundations, and private foundations.

Provides technical support and management of fundraising database; train others in database use as required. Develop digital and printed materials to support donor relationships with the college--materials such as e-newsletters and direct mail.

Develop procedures to ensure the accuracy, confidentiality, and quality of constituent information; continually work towards improving database quality and usefulness; regularly review and maintain data to ensure integrity.
Maintains a working knowledge of fundraising activities and proactively support them with electronic systems; establish strategies and plans for the maintenance, use, and development of the database that will benefit users and programs.

Develop donor groups and an annual giving program that incorporates alumni, employees, and retirees.

Develop strategies that increase alumni support; work closely with alumni and faculty in planning activities and programs. Maintain communications with alumni to encourage a long-term relationship with the College.

Develop and maintain mutually respectful and collaborative relationships with community leaders, faculty and staff foster their participation in donor solicitations.

Use internet tools to develop and maintain an online presence; research and recommend appropriate social networking and marketing opportunities; design, develop and implement programs to cultivate and build constituent relations and enhance online giving.

Participate in a variety of fundraising activities including the organization and execution of special events; design and prepare invitations, letters, and other materials appropriate to the event; provide assistance at events and represent the Foundation to attendees; perform follow-up activities, such as tracking donations and gifts, sending acknowledgement letters, and documenting procedures.

Attend meetings and functions on and off campus to promote the work of the Foundation; makes presentation, represent the Foundation to internal and external constituents.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the college administrator responsible for advancement and foundation activities.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** fundraising techniques including proposal development, prospect identification, fund solicitation, database management, donor tracking, and social networking and marketing tools.

**Ability to:** design, generate, and manage reports; research, compile, analyze and interpret data; execute special event planning; communicate effectively using a high level of written and oral communication skills; and work independently or in a team environment while managing multiple priorities.

**Skills:** Possess a valid California Motor Vehicle License and driving record acceptable to the District.

**MINIMUM QUALIFICATIONS**

**Training and Experience:**
Any combination of training and/or experience equivalent to 6 months experience in a position that involves considerable public contact.

**Desirable:**
Experience working with community groups, donor development and governmental entities, and documentation of program activities.

**EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is an equal employment opportunity employer and prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.
**SELECTION CRITERIA**

**Application Screening**
In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the minimum requirements of the position does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed most competitive amongst the applicant pool to proceed.

**Interview**
Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicant should contact Recruitment in the Human Resources Office for assistance.

**Application Procedures**
All applicants are required to submit a completed Rancho Santiago Community College District online application. To apply visit [http://www.rsccd.edu/employment](http://www.rsccd.edu/employment) and complete the application by the position's closing date. Human Resources will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

**A Complete Application Packet Must Include the Following:**

1) RSCCD Online Application
2) Resume – details all relevant education, training, and other work experience

This applicant pool may be used for vacancies in the same classification within the next six months.

**Foreign Transcripts:** Education completed outside of the United States must be deemed equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. Foreign transcripts must be translated and evaluated by the National Association of Credential Evaluation Services (NACES), a United States based credentials evaluation service.

**Conditions of Employment**
Selected candidate(s) is required to complete the following prior to employment as part of the onboarding process:
1) Present original documents for proof of eligibility to work in the United States (by in-person appointment in Human Resources)
2) Provide a certificate of Tuberculosis Exam
3) Fingerprints (by a Live Scan Agency at the candidate’s expense and clearance must be received prior to first day of employment)
4) Provide a valid COVID-19 Vaccination Card