



DEVELOPMENT OFFICER

Reports to: Associate Vice President, Institutional Advancement

Dept: Development and Foundation **Range:** 23

FLSA: Nonexempt **EEO:** Technical and Paraprofessional

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general supervision, perform a wide variety of highly confidential, responsible and complex administrative support coordination, develop systems solutions in the areas of database and prospect management, prospect research and special events management; manage annual fund and employee solicitations, assist in the development of effective solicitation strategies that integrate and enhance the development office's major gifts functions; and perform related duties as assigned.

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. Participate in selecting, training and providing day-to-day lead work direction to other development support staff and volunteers; assign and monitor work for completeness, accuracy and conformance with district, department and legal/regulatory requirements and standards; monitor work flow to ensure that mandated deadlines are being met in an optimal manner; provide information, instruction and training on work procedures and technical/legal/regulatory requirements; provide input to supervisor on employee work performance and behaviors; assist in ensuring a fair and open work environment in accordance with the district's mission goals and values.
2. Implement fundraising and donor development programs for the college including direct mail, Annual Fund renewals and upgrades, campaigns and telemarketing; develop and implement Year-end Giving campaign including interviewing students for story development, developing appeal content and coordinating bulk mailings.
3. Proactively identify new prospective donors by using prospect research tools and analyzing pertinent information to assess a prospective donor's interests and giving capacity; identify from an existing database prospects with the greatest likelihood of making a major gift, considered to be \$10,000+; conduct highly confidential research on prospective donors and prepare that information for use by other fundraisers and the college president.

4. Oversee donor tracking database and ensure database integrity and maximize automatic processes to reduce manual data entry and increase communicate with constituents. Coordinate the development of mailing lists, donor lists, reports, documents and materials for targeted solicitations and donor recognition.
5. Maintain campaign financial reports, incorporating community volunteers and college staff into campaigns as needed; solicit, track and report endowment funds for various scholarships.
6. Develop content and implement employee payroll giving campaign; solicit giving incentives, develop and implement donor solicitation and donor recognition programs.
7. Manage logistics of off and on-campus donor events, including liaison with vendors, event hosts and sponsors; negotiate prices and serve as lead event coordinator both in preparation and during the event; creatively troubleshoot onsite, proactively resolving issues; assist in identifying and recruiting honorees and speakers; prepare presentations and develop and produce invitations, programs and publications; provide staff support to volunteer committees.
8. Develop content and manage student group fundraising activities; train students on campaign development and management including use of events, social media and campaign tracking tools; track and report student fundraising results.
9. Develop content and maintain Foundation website.

OTHER DUTIES:

1. Assemble requested data and prepare reports related to the college development's fundraising performance, participating in state-wide and national benchmarking surveys.
2. Assist with developing and monitoring the budget for the department and Foundation; process purchase requisitions, budget transfers and expense reimbursements.
3. Assist Foundation board committees or college committees as appropriate.
4. Participate in community civic efforts and service clubs to enhance the college's presence in the external community.
5. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles and practices of fund development including campaign development, prospect management systems and event fundraising.
2. Principles, practices and methods of budget development and management and donor tracking and monitoring.
3. Professional ethical standards and practices as identified and agreed to by the Association of Fundraising Professionals (AFP) or similar body.
4. Community relations and community outreach.
5. Principles and practices of public administration, including compliance, purchasing, contracting and maintaining public records.
6. Applicable sections of the state education code, Title V and other state and federal laws governing foundations.
7. Federal, state, corporate, private and non-profit funding sources to meet high-priority college funding needs.
8. Research, statistical and forecasting methods used in donor analysis and management.
9. Federal, state and local laws, ordinances, codes, regulations and policies affecting Foundation accounting and financial systems.
10. Principles and practices of sound business communication.
11. Principles and practices of effective supervision.
12. District human resources policies and labor contract provisions.

ABILITY TO:

1. Implement computerized donor prospect and tracking systems including database management, tracking code system management and developing automated systems for small gift campaign management.
2. Perform public speaking; plan and attend events.
3. Manage and coordinate the work of volunteers and student workers.
4. Develop fundraising materials and social media messaging.
5. Build strong and mutually beneficial relationships between faculty, staff and external audiences.
6. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
7. Read, interpret, apply and explain rules, regulations, policies and procedures including appropriate sections of the state education code and other applicable laws.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

9. Communicate effectively, both orally and in writing.
10. Represent the district effectively in dealings with donors, the community and a variety of not-for-profit organizations.
11. Present proposals and recommendations clearly, logically and persuasively.
12. Operate a computer and standard business software; maintain a complex donor management system.
13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from an associate degree program with course work in business administration or a related field, and three years of related professional fund development experience that includes use of a donor management system; or an equivalent combination of education and experience. Experience in an educational setting is preferred. A bachelor's degree from an accredited four-year college or university is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

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

Certified Fundraising Executive or similar certification is strongly preferred.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Volunteers, temporary workers and student workers as needed.

CONTACTS:

District administrators, faculty, staff and students, Foundation board members, individual and corporate donors, private employers and the general public.

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 with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.