

FOUNDATION DEVELOPMENT ASSISTANT

DEFINITION

Performs a variety of clerical and technical duties associated with a college or District-wide foundation office and assists foundation management in the development and coordination of fund raising activities, publicity and marketing activities, donor relations, and event planning.

TYPICAL DUTIES

- Coordinates the details of fund raising events such as facility accommodations, invitations, letters of solicitation, event programs, and entertainment.
- Answers inquiries from the public regarding matters such as college mission and goals, gift giving opportunities, and foundation activities and events.
- Explains and interprets fundraising compliance and guideline requirements to potential donors and the public.
- Prepares materials and disseminates information for foundation activities and events.
- Attends foundation activities and events to support and coordinate activities and provide work direction to event staff.
- Effectively utilizes computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of a foundation office.
- Participates in the design, writing, and layout of bulletins, brochures, and news releases to publicize foundation activities and events.
- Contacts potential donors and community groups' representatives to promote foundation activities and events.
- Proofreads and edits reports, records, and other data for accuracy, completeness, and compliance with established guidelines and procedures applicable to a foundation.
- Prepares and processes operational documents such as budget transactions, purchase requisitions, contracts, and physical plant work requests for the office.
- Receives, records, deposits, and tracks revenues and enters data into donor management computer application such as The Raiser's Edge.
- Verifies and follows-up on deposits, gift requests, matching gift contributors, and credit card charges and provides information to donors and prospective donors as required.
- Maintains database files and records to track contributions, maintain accurate mailing lists, and record fund raising events.
- Prepares descriptive reports and correspondence related to foundation business and fundraising activities and events.
- Posts and otherwise updates information on foundation web pages and social media networks such as LinkedIn, Facebook, and Twitter.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Foundation Development Assistant** performs the day-to-day clerical and technical duties associated with a college or District-wide foundation office and assists foundation management in the development and coordination of fund raising activities, publicity and marketing activities, donor relations, and event planning.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **Foundation Development Officer** provides assistance in the planning and coordination of the activities of the Foundation at a college or the District Office which involves identifying and soliciting funds from private individuals, corporations, and foundations.

A **Director of Foundation** plans, organizes, directs, and coordinates a comprehensive fund-raising program at a college or the District Office by identifying and soliciting funds from private individuals, corporations and foundations.

SUPERVISION

Immediate supervision is received from an academic or classified administrator. Work direction may be exercised over assigned clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Mission, goals, and philosophy of the college and foundation
- Basic principles of fundraising
- Basic principles of public relations, promotion, and marketing
- Basic clerical accounting and budgeting procedures and practices
- District's accounting policies, procedures, and requirements
- Techniques of community relations and outreach
- Federal, state, and local laws and regulations related to foundations and giving
- Operating features and capabilities of standard and specialized software programs such as donor management, data management, spreadsheet, presentation, word processing, and desk top publishing
- Recordkeeping procedures
- Social media networks such as LinkedIn, Facebook, and Twitter

Skill in:

- Use of computers and standard office equipment

Ability to:

- Organize and coordinate campus-wide and department oriented fundraising activities and events
- Perform clerical and technical assignments independently
- Effectively represent the college to donors
- Understand, interpret, and apply federal, state, and local laws, codes and regulations related to foundations and gift giving
- Establish and maintain effective and cooperative working relationships with District staff, donors, and community members
- Prepare basic reports and correspondence
- Communicate clearly and concisely, both orally and in writing
- Effectively utilize standard and specialized software applications, computer equipment, and social media networks in the performance of duties

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate's degree or its equivalent from a recognized college or university preferably including coursework in public relations, business administration, computer applications and office technologies (CAOT), journalism, communications, or a related field AND one year of paid or volunteer experience with an educational foundation, community involvement, public service, or non-profit group which included responsibility for fundraising, funds accounting, and event planning.

OR

- B. Graduation from high school or its equivalent AND three years of paid or volunteer experience with an educational foundation, community involvement, public service, or non-profit group which included responsibility for fundraising, funds accounting, and event planning. College-level coursework in public relations, business administration, office administration, journalism, communications, or a related field is desirable.

OR

- C. Any equivalent combination of A. and B. above.

Special:

A valid Class "C" California driver's license.
Access to an automobile.