

Ohlone Community College District



College Advancement/Foundation Specialist – Range 41

POSITION Under general supervision, perform office responsibilities and organize and implement development functions for College Advancement/Foundation, including Grants, Marketing and the Foundation. Assist in the planning, organization, marketing, and implementation of College Advancement/Foundation programs, functions, events and activities. Responsible for receiving, recording and tracking funds, donations, or other funds raised. Under direction, perform a variety of responsible and confidential administrative management functions in support of budget administration, fundraising, event organization and implementation. Supervise clerical staff and student help. May be required to work some nights and weekends.

SUPERVISION EXERCISED

Exercises functional and technical supervision over clerical staff and student help.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Tracking Funds

- Maintain or assist in maintaining accurate and current purchasing, inventory, and budget records; assist with College Advancement/Foundation (CA/F) accounting and bookkeeping duties.
- Maintain or assist in maintaining and monitor office budget, financial, and event records.
- With training under direction of supervisor, assist CA/F Accountant to manage funds, record deposits and expenses, and track various budget categories.
- With training under direction of supervisor, assist CA/F Accountant in managing funds, recording deposits, expenses, and tracking.
- **Organizing Events**
- Lead or participate in planning, implementation and organization of events and activities related to CA/F.
- **Office Activities**
- Maintain accurate and complete calendar of events, programs, activities and staff schedules; coordinate travel and meeting schedules; arrange meetings, conferences, and other functions.
- Assist with organizing, maintaining and administering the Directors' schedules and subsequent workflows, including the maintenance of the Directors' calendars, scheduling and coordinating efforts; orchestrate travel, conferences and the arrangement of group meetings, seminars and other functions.
- Assist in preparing reports on CA/F operations, including expenditures of funds, procedures, types and effectiveness of grant projects, campaigns, and donor profiles.
- Screen calls, visitors and mail; respond to difficult and sensitive complaints, requests for information and direction from faculty, staff, administrators and students; independently respond to routine letters;
- Develop and implement departmental, clerical, and fiscal procedures and policies; maintain purchasing, inventory, and budget records; analyze office methods, procedures, and forms;
- May recommend methods for improvement of procedures and coordination of departmental functions; prepare operating and procedures manuals.
- Provide liaison between department and other departments on all assigned administrative matters; represent the department on various committees.
- Research, develop and maintain specialized statistical and operational and donor reports; file reports with various required agencies; plan and oversee departmental filing and record keeping needs;
- Conduct special projects related to development of departmental administrative services;
- Select, train, and motivate assigned staff or student assistants; provide or coordinate staff training; work with employees to correct deficiencies.
- Develop and maintain appropriate and necessary office databases, files, records, documentation, and records.
- **Grant Support**
- Track grants and donors; maintain accurate, complete, and current accounting of grants and donations.
- Provide needed support to Grant-funded projects on campus, as appropriate to CA/F Specialist responsibilities.

- **Foundation Support**
- Provide support to Foundation Board meetings, Scholarship committee meetings, Alumni Association meetings or other Foundation committee meetings, including scheduling, set up, minutes, communication with members, and other Specialist related functions.
- Work with or assist Scholarship Committee in tracking scholarship recipients and payments.
- Work with or assist Alumni Association in tracking receipts, expenses and payments.
- Research, or assist with research, development and maintenance of specialized statistical and operational and donor reports; file reports with various required agencies; plan and oversee departmental filing and record keeping needs.
- **Marketing Support**
- With training under direction of supervisor, assist College Advancement Marketing Lead in preparation of production schedule of marketing brochures, pamphlets, and other marketing materials.
- With training under direction of supervisor, assist in fulfilling assignments related to production schedule for various marketing projects, including scheduling, tracking and comparing costs per project, and other functions related to producing marketing materials.
- Oversee or assist with tracking written materials produced by CA/F including, reports, letters, manuals, grants, program reviews, strategic plans, memos, review publications including web publications regularly for accuracy, completeness and conformance with established regulations.
- **Training**
- Participate in training activities to assist other Staff or Directors in fulfilling responsibilities and assignments of CA/F.
- **Other**
- Provide appropriate backup for CA/F staff as appropriate to CA/F Specialist responsibilities.
- Participate effectively as a member of the staff; participate in meetings and activities.
- Perform other related duties as required.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree in English, journalism, computer applications, management or business administration, or equivalent.

Experience: Two years of increasingly responsible administrative assistant, office management, or related experience. Experience in a community college is highly desirable

Special Requirements: *Essential duties require the following physical abilities and work environment:* The ability to work in a standard office environment; ability to use repetitive motion in data entry.

Date Written: 4/10/08; 2nd Draft 4/17/08

Board Approved:

Union Approved