



FOUNDATION COORDINATOR

BASIC FUNCTION

Under the direction of assigned administrator track and monitor a variety of technical office activities and communications; coordinate the planning, scheduling logistics and technical support systems for Foundation programs and events; coordinate events, programs, and activities of the Foundation; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The incumbent in this position provides essential administrative support to the foundation office. This work supports the activities and initiatives of the college foundation, supports fundraising efforts, and campaigns. The incumbent administers scholarship programs, logistics planning, and provides on-site support during events.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Organize and manage the day-to-day activities of the Foundation Office; organize and coordinate office activities and communications.
2. Perform a variety of duties independently in support of Foundation functions; interpret and apply rules and regulations; provide administrative support for the department's fund raising, alumni relations, scholarship program, and communication activities.
3. Coordinate communication and activities with other District departments' staff, students, vendors, outside organizations, and the public; obtain and provide information and assist in resolving disagreements, questions, and issues where appropriate.
4. Function as clearinghouse for all matters relating to the Foundation, fundraising, and scholarships by private donors; develop prospective donors by building relationships by initiating contacts, performing follow-up calls, and correspondence.
5. Arrange Foundation events and workshops such as recruiting volunteers, registration of attendees and coordinating activities.

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6. Maintain the Foundation's web presence, including alumni online community and communications. Assist with the marketing of foundation events and programs.
7. Assemble and compile data for special projects as assigned.
8. Assist in budget development and coordination, complete necessary business forms and adhere to established business policies and procedures; prepare required reports.
9. Maintain and organize a variety of records, logs and files including donor information of a confidential nature.
10. Attend meetings and functions as assigned.
11. Performs other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Non-profit law and regulations.
- Instruments of planned and deferred giving and fund-raising techniques.
- Modern business and administrative support techniques.
- Public relations and market principles and practices.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and procedures of record keeping.
- Modern office practices, procedures, and equipment.
- Budget preparation and control.

Skills and Abilities To:

- Perform work involving the use of independent judgment and initiative.
- Prepare accurate and complete reports.
- Interpret and apply district policies, procedures and regulations.
- Independently prepare correspondence and memoranda.
- Planning, organizational and troubleshooting skills.
- Analyze situations accurately and adopt an effective course of action.
- Work independently in the absence of supervision.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.

Education and Experience:

Associate's degree in business administration, Public Relations, or related field and three (3) years of increasingly responsible clerical and office coordination experience.

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Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level. Demanding timelines. Incumbents may have to attend off campus meetings and events, some of which may take place occasionally in the evening and on weekends.

Physical Demands:

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.

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