

DONOR RELATIONS SPECIALIST

DEFINITION

Under the supervision of an assigned supervisor/manager, provide administrative support of the department's efforts to manage, cultivate and steward individual and institutional funding sources.

TYPICAL DUTIES

Coordinate and develop activities related to philanthropy consistent with the philosophy and strategic plan of the college and the District; assist with donor records management, stewardship, financial activities and departmental support; build and maintain relationships with multiple constituents including donors, donor prospects, faculty, staff, volunteers and students to increase giving and increase understanding of the foundation and what it does for the college; develop and maintain the donor database and manage donor lists and reporting; assist in the search for and identification of external resources using foundation priorities and other input; facilitate or assist with the planning, materials, and scheduling of meetings, workshops, social activities, and special events; develop calendars, fliers, reports, newsletters, and mailings; assist with producing check requests and requisitions, tracking department expenses and coordinating gift processing; perform related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of experience directly related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

A bachelor's degree from an accredited institution. Note: Additional qualifying experience may be substituted for the education for a maximum of two years (60 semester units/90 quarter units) of the required education on a year-for-year basis.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

Principles of donor management and planning, implementing, and marketing of fund raising programs and activities; the general mission, structure and scope of the college and the area and community served by the college; applicable District policies, regulations, procedures and processes; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; be aware of others' reactions and adjust interpersonal skills accordingly; read, write and perform mathematical calculations at the level required for successful job performance; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.