

San Diego Community College

CLASSIFICATION DESCRIPTION

Title: Development Coordinator

Unit: Office Technical

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Job Code: J1440
Original Date: 11/2016
Last Revision: 11/2016
Staff Type: Classified
FLSA status: Non-Exempt
Salary Range: 21

DEFINITION

Under the direction of the Director of Communications and Public Relations, and partnering closely with the Chancellor's Office, serve as a key member of the development team and contribute to the goal of engaging a wide variety of donors, volunteers, faculty, and administrators who are committed to ensuring long-term philanthropic support for the District, and provide administrative support and project management and coordination for District development activities in a timely manner. Organize leadership trainings, webinars, workshops, and other events and ensure District leaders are briefed for Development events and meetings.

EXAMPLE OF DUTIES

1. Assist with the preparation, research, and gathering of materials and information for meetings and events; draft, edit, and proofread a variety of communications and correspondence, briefings, talking points, event collaterals, and reports; compile prospect/donor lists; conduct prospect research and activity tracking and reporting.
2. Coordinate and support a wide range of highly visible issues/events; oversee all aspects of event preparation and execution; reserve venues, prepare lists, invitations, and catering arrangements, draft and print event collaterals and event follow up communications; assist with seating arrangements and event logistics; resolve related complex problems of a confidential and extremely sensitive nature; evaluate existing procedures as problems arise, and recommend and implement new methods as needed.
3. Develop high-level knowledge of the key fundraising priorities for the District. Research prospect and donor information as directed. Conduct donor/prospect research and distill pertinent information from multiple sources. Evaluate information and prepare concise, well-organized outlines, reports, summaries, and correspondence concerning statistical, biographical, and financial information.
4. Provide budgetary support; gather fiscal data and assist in budget preparation and monitoring. Administer fiscal/budgetary issues and activities; process financial forms and documents and prepare financial reports in compliance with all District policies and procedures. Coordinate with vendors, business officers, and other appropriate offices. Interpret and organize financial information.
5. Monitor all expenditures, including travel, mileage, and entertainment. Prepare and process donor gifts, travel and entertainment, purchases orders, pay authorizations, reimbursements, and initiate high value purchases and service.
6. Develop and maintain productive relationships with faculty and staff to support fundraising initiatives for District priorities; address the concerns of stakeholders, board members, District leaders, volunteers, and other staff. Provide excellent customer service to internal staff members and external clients and donors.
7. Verify, compile, record, and maintain information; prepare of records and reports filing systems; based on data obtained from a variety of sources; process data in accordance with prescribed procedures.
8. May provide work direction to others.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Accounting principles and practices for financial analysis of budgets.
Applicable sections of California Education Code.
Computer applications, including word processing, spreadsheets and databases.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Fundraising dynamics and the concepts of development.
Meeting and Event Planning.
Modern office practices, procedures, and equipment, including computer hardware and software.
Record-keeping techniques.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate and interact effectively orally and in writing with diverse constituencies, within and outside the District, including major and prospective donors.
Establish and maintain effective working relationships with others.
Exercise judgment and discretion in handling confidential and sensitive matters.
Interpersonal skills using tact, diplomacy and courtesy.
Learn, interpret, and apply District policies, rules, and regulations.
Maintain records and prepare statistical and narrative reports.
Meet schedules and time lines.
Operate a variety of modern office equipment, including computer hardware and software.
Oral and written communications skills.
Organize and prioritize tasks with strong use of initiative, sound judgment, independent thought, and precise attention to detail with high level of professionalism.
Perform a wide variety of difficult and specialized administrative, clerical, and technical work with speed and accuracy.
Plan, prioritize, coordinate, and organize work and events.
Research and distill pertinent information from multiple sources.
Train and provide work direction to others.
Understand and follow oral and written directions.
Use computer software applications at an advanced level, including word processing, spreadsheets, and databases.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: one year of experience in financial, accounting, or statistical record-keeping activities and two years of increasingly responsible experience providing administrative support and coordinating logistics for meetings and events.

A Bachelor's Degree and experience in a non-profit development/fundraising environment working with diverse groups of people, including major gift prospects, donors, volunteers and prominent social, business, and government figures is highly desired.

WORKING CONDITIONS**Physical Requirements:**

Category III, usually minimum.

Environment:

Favorable, usually involves an office. Some travel to attend off-site appointments and events.
Availability to attend events or perform duties outside of normal work hours, including evening and weekends.