

COLLEGE DEVELOPMENT OFFICER

DEFINITION

Under general supervision of the College President, coordinate fund-raising development programs and alumni programs for the college.

TYPICAL DUTIES

Work collaboratively to plan and develop an integrated District-wide fund development program to benefit the college; plan and coordinate fund-raising events for the college; develop and maintain donor and alumni databases; identify and cultivate potential donors; work with college alumni associations and community groups; serve as a resource person to the college foundation and alumni association; assist with news media and community organization liaison efforts; develop and maintain community awareness of the college's philanthropic needs; develop and maintain programs which will bring the community to the campus; coordinate and oversee activities related to community liaison and support; plan and coordinate college social and cultural activities for college staff and the community; develop, organize and oversee workshops, forums and conferences; attend and coordinate college-sponsored events; develop and prepare brochures, flyers, newsletters, news releases, articles, and reports in cooperation with the Public Information Officer; prepare written reports and proposals; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience in development work in the not-for-profit sector or related duties.

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

Completion of an Associate's degree or 60 semester units (90 quarter units) from an accredited college or university.

KNOWLEDGE OF

Current fund-raising strategies, planned giving areas, and the educational, social, cultural, and recreational programs of the college; the area and the community served by the college; applicable 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; how to train others to perform specific tasks; 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; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and

office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; 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; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations; make presentations to individuals and groups; oversee student workers.

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.