



COMMUNICATIONS AND DEVELOPMENT COORDINATOR

SALARY GRADE: [C1-48](#)

DEFINITION:

Under the supervision of the Assistant Director Administrator, coordinates Alumni Relations and select Foundation events. Provide communication via social networking sites such as Facebook and LinkedIn. Maintain and update all aspects of the foundation website, including development of on-going alumni, donor and faculty stories. Manages and provides invitation lists for various cultivation and stewardship events. Provides prospect research as needed for Foundation Development staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Works independently in planning and coordinating Foundation events including: Celebrity Forum receptions, donor luncheons, donor cultivation and stewardship events, board retreats, and other volunteer luncheon/meetings as needed.
2. Develops appropriate invitation lists for a variety of development activities with input from Foundation staff.
3. Performs and executes queries from Banner and generates reports utilizing the Argos reporting tools, codes alumni and donors; provides back-up support to the database manager.
4. Handles all event logistics including: catering arrangements, managing the facilities on campus or off-campus. Gathers appropriate contract paperwork for caterers and vendors. Arranges audio-visual equipment as needed.
5. Corresponds with donors and volunteers regarding Foundation related events.
6. Collaborates with the Foundation staff, college departments and volunteer groups in developing any event program and handles details related to arrangements for speakers and/or students.
7. Manages the appropriate collateral material (Foundation informational packets; signage for the event; nametags; etc.) for events and meetings.
8. Maintains all aspects of the Foundation website using the CMS Omni Update tool: keeps events updated, posts stories, forms, along with information from the director, staff & faculty, etc.
9. Writes alumni, donor and/or faculty stories, arranges and gathers the appropriate images and posts stories on Foundation website and/or Education Matters newsletter.
10. Performs prospect and donor research utilizing prospect databases and prospect analysis techniques to locate wealth and philanthropic indicators.
11. Coordinates and posts social media communications such as Facebook and LinkedIn to provide a FHDA Foundation presence in effort to engage supporters.
12. Establishes routine process for moving student graduate records from Student Banner Module to the Advancement Module.
13. Coordinates regular communication using Constant Contact for new graduates and identified alumni. Utilize current Foothill and De Anza stories in creating newsletters of interest for alums, donors and prospects.

14. Maintains email distribution lists for Foundation communications (such as updating Constant Contact).
15. Works closely with Assistant Director to coordinate mailing(s) to alumni.
16. Partners with Board Committees to develop new and creative ways to reach and engage alumni.
17. Works nights/weekends as needed for event activities.
18. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. College and District policies, procedures, and collective bargaining agreements.
2. State and federal laws, regulations, and educational codes.
3. Financial and statistical record-keeping techniques.
4. Basic math calculations.
5. Interpersonal skills using tact, patience and courtesy.
6. Operation of a computer and assigned software; excellent command of Microsoft Excel and Word.
7. Modern office practices, procedures and equipment.
8. Fundraising databases.
9. Experience with Banner.
10. Basic fundraising development philosophies
11. Event planning.
12. Donor prospect research.
13. Maintaining strict confidentiality with sensitive donor information.
14. Working with community stakeholders, donors and Board Members.
15. Analyzing donor information.
16. Excellent written and oral communication skills
17. Photoshop, InDesign, Illustrator.
18. Telephone techniques and etiquette.
19. Correct English usage, grammar, spelling, punctuation and vocabulary.
20. Interpersonal skills using tact, patience, courtesy and discretion.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Ensure accurate and timely payment of wages to part-time faculty and full-time faculty overload.
3. Interpret, explain and apply rules, regulations and policies related to assigned employee group.
4. Establish and maintain cooperative and effective working relationships with others.
5. Maintain records and prepare reports.
6. Maintain current knowledge of rules and regulations related to assigned activities.
7. Develop and analyze donor gift and or research data.
8. Work some evenings, early mornings, and weekend hours along with Foundation staff members as required.
9. Meet schedules and time lines and prioritize multiple tasks.
10. Communicate effectively both orally and in writing; compose independently, or form oral instructions, letters, memos or other materials directed to donors, volunteers and staff.
11. Perform a variety of administrative and program support activities.
12. Work confidentially with discretion.
13. Work independently with little direction and as part of a team.
14. Ability to generate creative solutions.
15. Detail oriented, well organized, focused and goal-oriented, with a high level of initiative and energy, is essential, as well as adept at problem solving and using judgment in situations requiring independent initiative and tact.

Education and Experience

Any combination equivalent to:

1. Associate's degree.
2. One (1) year experience in a non-profit setting, preferably in a fundraising capacity.

Preferred Qualifications:

1. Bachelor's degree.
2. Development experience.
3. Event planning.
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WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.
3. Current location is on the second floor office with stair access only

Physical Abilities:

1. Hearing and speaking to exchange information in person and/or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to view computer monitor and read various materials.
4. Regularly stand, walk, and sit for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Climbing stairs daily.
8. Lift, carry, push or pull objects up to 20 lbs.

Date Approved: February 2014
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