

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: District Campaign Specialist

BASIC FUNCTION: Under the supervision of the Director of RCC Foundation and Alumni Affairs, with input from the Campaign Manager, provides complex secretarial and administrative support for the manager of the Foundation's Major Gifts Campaign. Plans, organizes, coordinates, and participates in operations specific to the Campaign. Performs other duties requiring independent judgment, decision-making and action; and other related work as required.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Maintains open communication with the Director and other Campaign staff, relating all information that is pertinent to the District-wide Major Gifts Campaign.
2. Assists the Director and District Campaign Specialist in the coordinating RCC Foundation activities related to the Major Gifts Campaign.
3. Receives direction from and works closely with the District Campaign Specialist.
4. Organizes Campaign-related meetings and events, as assigned by the Director.
5. Assists with the development, production, and distribution of RCC Foundation publications and other collateral material related to the Campaign.
6. Assists with the research and compilation of information relating to RCC Foundation donors, prospects, alumni, and activities for fundraising and recognition purposes.
7. Participates in campus-based community outreach efforts for the Campaign—programs, special events, workshops, open houses, etc., as assigned by the Director.
8. Organizes a wide variety of statistical and narrative reports, forms, applications, presentations and documents.
9. Maintains a variety of complex files; maintains donor records; prepares check requisitions and records expenditures relating to the Campaign.
10. Inputs and retrieves computerized data; utilizes work processing and other software as required by the position.
11. Schedules, arranges, and confirms appointments, meetings and conferences and maintains administrator's calendar; arranges travel accommodations.
12. Opens all mail directed to the Campaign manager, scans for content, highlights important information and sorts mail in order of importance.
13. Provides support for the Campaign Leadership Team and its associated committees, task forces and other special groups; schedules and attends meetings; prepares agendas, minutes and related documents; distributes materials as appropriate.
14. Composes correspondence on a variety of matters with a minimum of instruction; keyboards letters, memoranda, and minutes from handwritten drafts, including material of a handwritten nature.
15. Orders and maintains supplies; organizes and establishes filing and record-keeping systems.
16. May assign and review work of clerical personnel; may supervise student personnel.

17. Participates in District-provided in-service training programs.
18. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
19. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required.

EXPERIENCE: At least one year full-time professional experience working on a Campaign in fundraising or related field is required. Experience with data systems is preferred.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Modern office practices and procedures.

ABILITY TO: Operate computer terminal; interpret and explain rules and policies; prepare, format and edit reports and other materials; compose letters independently; communicate effectively with officials, faculty members, employees, students, and the public; compile and maintain accurate and complete records and reports; keyboard at a speed not less than 50 words per minute; establish and maintain effective relationships with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS:

WORKING CONDITIONS:

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.