

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Foundation Specialist

BASIC FUNCTION: Under the supervision of the area Director and Assistant Director, provides complex administrative support to the RCCD Foundation; plans, organizes, coordinates; and participates in operations specific to the office.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Maintains open communication with the Director and Assistant Director, relating all information that is pertinent to the District-level administrative office.
2. Assists with the development, production, and distribution of RCCD Foundation publications and other collateral material.
3. Assists with the research and compilation of information relating to RCCD Foundation donors, prospects, alumni, and activities for fundraising and recognition purposes.
4. Participates in the District's community outreach efforts—programs, special events, workshops, open houses, etc., as assigned.
5. Assists in the development, production, and staffing of Foundation events, as required.
6. Organizes a wide variety of statistical and narrative reports, forms, applications, presentations and documents.
7. Maintains a variety of complex files; maintains confidential donor records and database; prepares check requisitions, purchase orders and records, and tracks expenditures relating to the operation of the Foundation.
8. Inputs and retrieves computerized data requiring advanced expertise in Microsoft Office®/Word/Excel/Access; complex alumni/donor software, and other software as required by the position.
9. Records and processes all donations and pledges received by the Foundation utilizing specialized donor software; prepares donations for deposit.
10. Schedules, arranges, and confirms appointments, meetings and conferences and arranges travel accommodations.
11. Provides support for the RCCD Foundation Board, committees, task forces and other special groups; schedules and attends meetings; prepares agendas, minutes and related documents; distributes materials as appropriate.
12. Composes correspondence on a variety of matters with a minimum of instruction; inputs letters, memoranda, and minutes from handwritten drafts, including material of a confidential nature.
13. Orders and maintains supplies; organizes and establishes filing and record-keeping systems.
14. May assign and review work of clerical personnel; may supervise student personnel.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

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

EXPERIENCE: Three years of full-time administrative support experience in a fundraising or related field, is required. Expertise in Microsoft Word/Excel, Access, Powerpoint, and with Datatel© Colleague Advancement or alumni/donor data systems is desired.

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: Co-workers, students, faculty, staff, the general public, RCCD Foundation Board, donors and alumni.

WORKING CONDITIONS: Normal office environment.

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.