

DATE: JULY 2023
FLSA: EXEMPT SALARY: T
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSISTANT DIRECTOR, RCCD FOUNDATION

BASIC FUNCTION: Under the general direction of the Executive Director or area administrator, responsible for the coordination and administration of the Foundation operations, subject to policies set by the Foundation Board of Directors, the Chancellor, and the Riverside Community College District Board of Trustees.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned staff.

REPRESENTATIVE DUTIES (Illustrative Only): The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Oversees the daily operational functions of the Foundation.
2. Supervises and approves financial processes, including gift deposits, purchase requisitions, and scholarship disbursements; reports financial activities and statuses to the Executive Director or administrator on a regular basis.
3. Works with District Accounting office staff and/or auditor to prepare and complete the annual Foundation audit.
4. Prepares the annual Foundation budget for Board approval; directs the design and production of statistical reports to assist the Executive Director in tracking Foundation budgets and District/college fundraising metrics and goals.
5. Develops and implements operational procedures to ensure Foundation compliance with District, state and federal policies and regulations.
6. Assists or directs staff to assist the Executive Director with the submission of grant applications, as appropriate.
7. Directs staff in the administration and maintenance the Foundation's customer relationship management (CRM) database(s) and related tools.
8. Researches and recommends software/service purchases and develops strategic plans for implementation to expand Foundation outreach; provides training to employees on Foundation software and resources.
9. Provides information for the Foundation Annual Report; works with Foundation staff in the creation of narrative and statistical reporting.
10. Assists the Executive Director with management of the Foundation Board of Directors and acts as a liaison for Board members, as needed.
11. Leads the prospect development function; works with Foundation staff to develop donor prospects, and make presentations.
12. Serves as a member of the Management Association.
13. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited institution and five years of progressive experience in managing multiple operational functions of a not-for-profit organization, including supervisory experience; or an equivalent combination of education, training, and/or experience.

Experience in institutional advancement or development within an institution of higher education is preferred. Experience administering and utilizing industry standard fundraising database management software, such as Raiser's Edge, Salesforce NPSP, and/or DonorPerfect is preferred.

LICENSES/CERTIFICATIONS: Salesforce Administrator, Salesforce Nonprofit Success Pack (NPSP), or other nonprofit CRM certifications is preferred.

KNOWLEDGE OF:

1. All aspects of development, including donor identification, cultivation, solicitation, and stewardship;
2. Operational functions of not-for-profit organizations, including policy/procedure development, budget management, staff and project management, and monitoring/reporting outcomes;
3. Federal and state regulations applicable to not-for-profit organizations;
4. Current best practices for complying with these regulations;
5. Fundraising software and services, including CRMs, prospect research resources, and data enhancement services;
6. Current best practices in prospect research;
7. Microsoft Office software and basic computer applications;
8. Modern office practices and procedures.

ABILITY TO:

1. Independently analyze organizational needs and make operational decisions and recommendations as appropriate;
2. Develop and execute successful policies, procedures, and strategies to support the fundraising goals and priorities of the organization;
3. Maintain excellent communication practices, both orally and in writing, with donors, board members, administrators, and other key stakeholders;
4. Manage staff effectively in order to maintain a culture of respect and professionalism at all times.

CONTACTS: Administrators, faculty, staff, Board members, donors, alumni, community support groups, and public agencies.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

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.

Last Revised/Created: 10/2016