RIVERSIDE COMMUNITY COLLEGE DISTRICT
FOUNDATION ADMINISTRATIVE TECHNICIAN

BASIC FUNCTION: Under the general supervision of an appropriate administrator, this position provides support for gift processing and financial transactions within the RCCD Foundation; creates a vast array of reports related to foundation matters; and maintains databases used by a variety of sources, such as the RCCD Foundation, Chancellor's Office, colleges and campus departments.

SUPERVISORY RESPONSIBILITIES: This position does not supervise staff.

REPRESENTATIVE DUTIES:
1. Conducts analysis of information relating to RCCD Foundation donors, prospects, and alumni.
2. Assists in submission of grant applications for District and college projects.
3. Maintains a variety of files, including donor records and databases, and utilizes data mining software for fundraising, recognition and marketing purposes.
4. Designs and produces statistical and narrative reports; and organizes forms, applications, presentations and documents.
5. Inputs and retrieves a variety of computerized data; composes correspondence, including material of a confidential nature.
6. Processes check requisitions and purchase orders; and tracks expenditures relating to the operation of the Foundation.
7. Records, processes and acknowledges all donations and pledges received by the Foundation.
8. Reconciles financial transactions; researches financial information, resolving conflicts between financial recordkeeping systems and communicating corrections of financial records to RCCD's Accounting office
9. Assists with Foundation events, as required.
10. Participates in RCCD's community outreach efforts, such as programs, special events, workshops, and open houses, as assigned.
11. Provides information related to the availability of scholarship funds to Financial Aid, acting as the conduit between Financial Aid and Accounting so as to ensure funds are distributed appropriately.
12. Participates in District-provided in-service training programs.
13. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree in an appropriate field and three years of full-time clerical or administrative experience, including experience working with donor database software; or an equivalent combination of training and experience.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:
1. Modern office practices and procedures.
2. Donor software programs or other contemporary systems.
3. Requisition and purchase order processes.
4. Basic record keeping systems.
5. Effective customer service principles in working with internal and external leaders and managers.

ABILITY TO:
1. Interpret and explain rules and policies.
2. Prepare, format, and edit reports and other materials.
3. Communicate effectively, both orally and in writing.
4. Compile and maintain accurate and complete records and reports.
5. Maintain privacy and confidentiality in all matters, files and records.
6. Establish and maintain effective working relationships with stakeholders, to include RCCD administration, faculty and staff, students and members of the public.

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, Foundation Board and committee members, volunteers, donors and alumni.

PHYSICAL EFFORT: Describe physical nature of work.

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.