

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE P
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

DEVELOPMENT OFFICER

BASIC FUNCTION

Organizes and implements the fundraising and community relations program, coordinates new and ongoing District and Riverside Community College District (RCCD) Foundation fundraising activities, and prepares program communication publications and related materials.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing professional duties in support of fundraising and community relations programs. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Work is generally reviewed upon completion for soundness, appropriateness and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Establishes and manages a portfolio of donor prospects through donor relations work to cultivate, solicit, and steward gifts; adheres to a moves management structure of donor relations and solicitation; tracks and records donor relations activities and fundraising results for reporting.
2. Coordinates meetings with and presentations to current and prospective donors, neighborhood associations, community groups, and service organizations regarding Foundation, District Office, and college fundraising initiatives.
3. Coordinates the development of a comprehensive community relations program; identifies, cultivates, and solicits donors from among community members, businesses, and foundations; coordinates the ongoing cultivation of prospective donors and stewardship of current donors in person, by phone, email, or mail and through Foundation and District publications.
4. Prepares written materials to donors and donor prospects, including grant proposals, gift illustrations, recognition/acknowledgment materials, appeal letters and any other communication to support major gifts and other Foundation activities.
5. Schedules, coordinates, and implements major events sponsored by the RCCD Foundation.
6. Develops concepts and writes scripts, invitations, programs, and various other materials appropriate to fundraising events; assists District colleges, staff, and other offices as appropriate in the development, coordination, implementation, and participation of fundraising events.
7. Coordinates content development for the RCCD Foundation website, newsletters, and other communications to engage current and prospective donors and alumni.
8. Assists the Foundation Board of Directors as appropriate, including attendance at Board and committee meetings and communication with Board members about their annual contributions.
9. Participates in District-provided in-service training programs.
10. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of fundraising, including donor identification, cultivation, solicitation, and stewardship.
2. Principles and practices of grant writing, including private foundation cultivation, proposal development, submission, and post-award reporting.
3. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
4. Council for the Advancement and Support of Education (CASE) guidelines and standards for fundraising practices.
5. Strategies for fundraising program development and implementation in consideration of community demographics.
6. Community and media relations principles, including social media.
7. Principles of public speaking.

Ability to:

1. Provide professional support to the District's fundraising goals and objectives.
2. Conduct research to identify fundraising constituencies and prospects.
3. Cultivate and elicit financial support from donors, corporations, and/or private foundations.
4. Plan and implement effective fundraising events and programs.
5. Coordinate program activities with external service providers and media outlets.
6. Develop effective marketing strategies.
7. Design, prepare, and distribute program and event publications and marketing materials.
8. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
9. Prepare and present presentations.
10. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
11. Communicate effectively in the course of performing work tasks.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree and three (3) years of experience in fundraising and community relations or public relations; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a

computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.