

DEVELOPMENT SERVICES SPECIALIST

BASIC FUNCTION

Provides complex administrative support, as well as support for gift processing and financial transactions to the Riverside Community College District (RCCD) Foundation; conducts in-depth wealth and prospect research and creates multi-format reports; maintains comprehensive data and databases used by a variety of sources, such as the RCCD Foundation and Districtwide departments; and plans, organizes, coordinates, and participates in office operations.

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 the RCCD Foundation operations by administering Foundation gifts, tracking expenses, processing scholarship awards, and assisting with data management and donor relations. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Prepares check requisitions, purchase orders, and records; tracks expenditures relating to the operation of the Foundation; records, processes, and acknowledges all donations and pledges received by the Foundation and prepares donations for deposit.
2. Processes annual gift contributions to fund accounts including, but not limited to, charitable checks, cash, pledges, payroll deductions, and income from fundraising events; receives invoices/reimbursements and processes/tracks all check requisitions to pay expenses; coordinates with Finance to address payment issues; assists Finance with the Foundation audit.
3. Processes, reconciles, and reports on scholarship, endowment, and fund accounts.
4. Researches account transaction history; follows up on outstanding invoices/pledges and reports outstanding invoices/pledges to Finance at year-end; works with Finance to determine uncollectable invoices/pledges at audit.
5. Works with the Financial Aid Department to facilitate the disbursement of scholarships at multiple colleges.
6. Conducts in-depth research and analysis of information relating to RCCD Foundation donors, prospects, and alumni using proprietary software systems; maintains a variety of complex files including donor records and databases; mines data for fundraising, recognition, and marketing purposes.
7. Assists in submission of grant applications for District and college projects.
8. Assists with Foundation events; participates in community outreach efforts, such as programs, special events, workshops, and open houses.
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. Federal and state regulations as they pertain to non-profit organizations, conducting raffles, and acceptance of charitable gifts and gifts-in-kind.
2. Principles and practices of community outreach.
3. Research methods and techniques.
4. Mathematical principles.
5. Internal controls and policies for check requisition processing.
6. Fundraising reporting and receipting standards and best practices.
7. Principles and practices of the grant application process.
8. Recordkeeping systems, including file management, digital correspondence tracking and storage, and physical file record keeping.
9. Proper gift entry operation procedures and reporting methods for Foundation databases.
10. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

Ability to:

1. Maintain a current and relevant administrative system for non-profit organization financial operations.
2. Conduct effective outreach.
3. Communicate complex financial information clearly and accurately.
4. Work with donors, potential donors, faculty administrators, and staff to maintain transparency and open communications while encouraging additional gifts to support the Foundation.
5. Monitor and track financial transactions and funding.
6. Prepare diverse program materials and publications.
7. Prepare accurate mathematical computations.
8. Maintain accurate files and records.
9. Exercise independent judgment within general policy and procedural guidelines.
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:

An associate's degree in business administration, marketing, or a related field and three (3) years of professional administrative experience in a fundraising or a related field; 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. Positions 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 25 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.