

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

FOUNDATION COORDINATOR

Salary Range 17

BASIC FUNCTION:

Under the direction of Executive Director, Foundation ; track and monitor a variety of technical office activities and communications; coordinate the planning, scheduling logistics and technical support systems for Foundation programs and events; coordinate events, programs and activities of the Foundation; and to perform a variety of technical tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES:

- Organize and manage the day-to-day activities of the Foundation Office to assure efficient and effective office operations; organize and coordinate office activities and communications.
- Perform a variety of duties independently in support of Foundation functions; interpret and apply rules and regulations as appropriate; provide administrative support for the department's fund raising, alumni relations, scholarship program, and internal/external communication activities.
- Coordinate communication and activities with other District departments' staff, students, vendors, outside organizations and the public; obtain and provide information and assist in resolving disagreements, questions and issues as appropriate.
- Function as clearinghouse for all matters relating to the Foundation, fundraising, and scholarships by private donors; develop prospective donors by building relationships by initiating contacts, answering questions, performing follow-up calls, and sending "thank-you" letters.
- Coordinate and/or manage the Foundation's fundraising events such as recruiting volunteers, overseeing registration of attendees and coordinating auctions.
- Assemble and compile data for special projects as assigned.
- Operate a personal computer to enter data, maintain records and generate reports; use word processing, spreadsheet and web-based software; receive and send e-mail and perform research on internet.
- Serve as liaison among Foundation Office and other District departments and outside organizations; respond to and resolve questions, complaints and requests from staff, faculty and the public.
- Maintain and organize a variety of records, logs and files including donor information of a confidential nature.
- Attend a variety of meetings and functions.

EDUCATION AND EXPERIENCE:

A.A. Degree in General Business or Public Relations or equivalent degree and three years of increasingly responsible high-level clerical and office coordination experience.

KNOWLEDGE OF:

- 501(c)3 Law and Regulations.
- Modern administrative support techniques.

- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Public relations techniques.
- Modern office procedures, methods and equipment including computers and financial software applications such as Microsoft Office (Word, Excel).
- Principles and procedures of record keeping.
- English usage, spelling, punctuation and grammar.
- Pertinent federal, state and local codes, laws and regulations.
- Modern office procedure, methods and computer equipment.

ABILITY TO:

- Perform work involving the use of independent judgment and initiative.
- Prepare accurate and complete reports by gathering and organizing data from a variety of sources.
- Interpret and apply administrative and departmental policies, procedures and regulations.
- Perform a variety of project management functions.
- Independently prepare correspondence and memoranda.
- Perform planning, organizational and troubleshooting skills.
- Plan and organize work; meet schedules and timelines.
- Make appropriate arrangements for meetings, activities and events.
- Assure compliance and accountability in regards to District policies and procedures and all applicable federal, state, and local laws, codes and regulations.
- Maintain a calendar of activities and schedule meetings and events appropriately.
- Operate office equipment including computers and supporting word processing (Word), and spreadsheet (Excel).
- Respond to requests and inquiries from faculty, staff and students and the public.
- Analyze situations accurately and adopt an effective course of action.
- Work independently in the absence of supervision.
- Prioritize tasks and follow through on projects.
- Type/word process at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Receives direction from the Executive Director, Foundation. Provides work direction to student and hourly workers and community volunteers.

CONTACTS: Deans, Directors, managers, co-workers, other departmental staff, students, outside agencies, and the general public.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.

- Lifting light objects.
- Reaching to file and retrieve records.
- Ability to travel to a variety of locations on and off campus to conduct Foundation business.

WORKING CONDITIONS:

- Busy office environment
- Constant interruptions
- Usual assignments are worked during regular office hours with occasional evening/weekend hours required.