

PALOMAR COMMUNITY COLLEGE DISTRICT

ADVANCEMENT / FOUNDATION COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of responsible secretarial and administrative support duties to relieve the Chief Advancement Officer of administrative details; track and monitor a variety of technical office activities and communications; coordinate the planning, scheduling logistics and technical support systems for Advancement/Foundation programs and events; coordinate events, programs and activities of the Advancement/Foundation; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Advancement Officer.

May exercise functional and/or technical supervision over student or volunteer staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

Essential Functions:

1. Organize and manage the day-to-day activities of the Advancement/Foundation Office to assure efficient and effective office operations; organize and coordinate office activities and communications.
2. Perform a variety of duties independently in support of Advancement/Foundation functions; interpret and apply rules and regulations as appropriate; provide administrative support for the department's public information, public relations, fund raising, alumni relations, scholarship program, marketing and internal/external communication activities.
3. 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.
4. 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.

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5. Coordinate and/or manage the Foundation's fundraising events such as Palomar Goes!, Palomar College Wine and Dine, the Lake San Marcos Friends of Palomar College and others as appropriate; recruit volunteers, oversee registration of attendees and coordinate the live/silent auction and raffle.
6. Process requisitions, vendor or service contracts, reimbursements, and purchase orders; monitor, verify and reconcile purchases and invoices for payment.
7. Compose, type and edit a variety of material such as correspondence, reports, Board resolutions, lists, memoranda and other documents; assemble and compile data for special projects as assigned; verify data for accuracy, completeness and compliance with established procedures; format, proofread and prepare written material.
8. Operate a personal computer to enter data, maintain records and generate reports; utilize word processing, spreadsheet and other software; receive and send e-mail and access the Internet.
9. Perform receptionist duties, greet office visitors and initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take and relay messages as necessary; maintain appointment calendars.
10. Serve as liaison between Advancement/Foundation Office and other District departments and outside organizations; respond to and resolve questions, complaints and requests from staff, faculty and the public.
11. Maintain and organize a variety of records, logs and files including donor information of a confidential nature.
12. Maintain inventory of office supplies; evaluate the need for the purchase of specialized equipment and supplies; obtain estimates for ordering purposes; order supplies as needed.
13. Attend a variety of meetings and functions, prepare and compile agenda packets; take and transcribe minutes.
14. Receive, open and route mail.

Marginal Functions:

1. May oversee the work of student or volunteer staff.
2. Perform related duties and responsibilities as assigned or required.

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QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Experience and Education/Training Guidelines:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following.

Experience:

Four years of increasingly responsible secretarial/administrative experience.

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Education/Training:

Equivalent to an associate's degree from an accredited college or university with major coursework in business administration or related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work to read printed materials.