



Classification Title: Development Officer

Department:	Advancement	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	35
Supervision Received From:	An Assigned Administrator in Advancement	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Assists in the development of and implements strategies, programs and initiatives intended to develop monetary and in-kind support to the Palomar College Foundation; recruits and solicits volunteers and donors; creates and maintains program-specific tracking systems for fundraising, reports, records and files; assists in budget development and tracking; coordinates major events and high-level donor solicitations; may oversee the work of student workers and provides lead-level guidance to lower-level Advancement staff.

DISTINGUISHING CHARACTERISTICS.

Development Officer is a journey-level class in Advancement. Incumbents participate in the development of fundraising strategies and implement a variety of donor solicitation programs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists the Director, Development/Executive Director of the Foundation on the development and implementation of fundraising programs, including managing a portfolio of major individual donors and businesses; maintains donor pipeline of current and prospective donors; identifies donors with larger potential and develops and implements strategies to increase their donations; implements telemarketing, direct mail, Annual Fund renewals and upgrades campaigns; maintains donor pipeline and tracking database; coordinates the development of mailing lists, donor lists, reports, documents and materials for targeted solicitations and donor recognition; coordinates bulk mailing.
2. Coordinates the Palomar College Scholarship Program including soliciting donations and participating in the development of eligibility criteria, award amounts, methods of selection and disbursement policies; coordinates with the Financial Aid, Veterans', and Scholarship Services department and Scholarship Committee to select scholarship recipients; prepares fund transfers and tracks and monitors scholarship budgets; ensures disbursements meet donor restrictions and guidelines.
3. Coordinates event fundraising for the Foundation including soliciting donations for auction, event sponsors and underwriters, identifying and recruiting honorees and participants and selling tables; prepares presentations; develops and produces invitations, programs and publications; contacts vendors for facilities and food orders, supplies and audio-visual equipment; handles other meeting logistics.

4. Identifies, cultivates and solicits volunteers and individual donors; recruits, organizes and directs the efforts of volunteers in fundraising activities; oversees volunteer training and development; coordinates volunteer recognition programs.
5. Coordinates the President's Associates and other auxiliary group activities; manages membership campaigns; coordinates networking events; manages solicitation and recognition activities.
6. Implements outreach strategies to promote Palomar College and specific programs in need of funding including representing the Foundation at various business and community events, hosting on-campus events and conducting group and individual campus tours.
7. Researches grants and donor potential; researches, tracks and analyzes giving trends; creates and maintains electronic and physical filing systems.
8. Participates in the record retention process and ensures records are retained in compliance with District and Foundation policies and procedures; provides documentation in response to California Public Records Act requests as needed; attends and serves as the recording secretary for Foundation Board of Directors meetings; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes.
9. Arranges the logistics for various meetings and events; maintains attendee lists; develops seating charts; prepares presentations; develops and produces invitations, programs and publications; contacts vendors for facilities and food orders, supplies and audio-visual equipment; handles other meeting logistics.

Marginal Functions:

1. Provides backup for other Advancement staff and participates in Foundation events.
2. Compiles, calculates costs and sends invoices to event or program participants; coordinates invoices and collection activities with Fiscal Services.
3. Maintains and orders office supplies, materials and equipment.
4. May provide guidance and work direction in the work of lower-level staff and student workers.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of experience in fund development or a related field performed in a public or private agency.

Education/Training: An associate's degree from an accredited college or university with coursework in business administration or a closely related field.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications:

1. Work experience in an institution of higher education.
2. A bachelor's degree from an accredited college or university.

Knowledge of:

1. Principles and practices of effective fund development strategies.
2. Professional ethical standards and practices as identified and agreed to by the Association of Fundraising Professionals (AFP) or a similar body.
3. Community relations and community outreach.
4. Federal, state and local laws, codes and regulations related to foundations and gift receipts.
5. Capabilities of common and specialized donor management computer applications.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Basic research methods and data analysis techniques.
8. Provisions of the California Public Records Request Act and the Ralph M. Brown Act.
9. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
10. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Implementing donor development programs including database management, public speaking and attending events.
2. Managing and coordinating the work of volunteers.
3. Developing fundraising materials and social media messaging.
4. Coordinating and administering a scholarship program.
5. Effectively representing an organization to high-level donors and potential donors.
6. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
7. Reaching sound decisions in accordance with policies and procedures relative to assigned areas of responsibility.
8. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
9. Assisting in preparing and monitoring program budgets.
10. Tracking statistical and donor information utilizing complex spreadsheets and databases.
11. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
12. Organizing and maintaining specialized files.
13. Maintaining confidentiality of files and records.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising tact and diplomacy in dealing with sensitive, complex and confidential donor issues and situations.
16. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment. Requires travel to District and other locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.