

**Alumni and Donor Relations Manager**  
**Bakersfield College**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

The Alumni and Donor Relations Manager reports to the assigned supervisor. The Alumni and Donor Relations Manager is responsible for ensuring a comprehensive donor relation, scholarship relations, and alumni relations program; oversees gift acknowledgement, donations, and donor recognition. The Alumni and Donor Relations Manager is the primary contact for donors who have established scholarships and endowed funds and oversees the preparation and explanation of related financial reports. The Alumni and Donor Relations Manager oversees implementation of alumni campaigns and events.

**Examples of Duties**

1. Actively represent the BC Foundation at community events, cultivating relationships with potential donors.
2. Meet independently with potential and current donors to identify opportunities for support and securing related donations.
3. Negotiate and prepare gift agreements with new donors.
4. Identify grant opportunities and work with campus community to determine potential projects for funding. Coordinate application process with departments and ensure timely submission of applications and subsequent reports.
5. Work with the Executive Director to develop annual goals and objectives, develop and implement project campaigns, and establish and achieve fundraising goals and priorities.
6. Supervise assigned personnel, including development and evaluation of all support staff. Hire, supervise, and evaluate staff assigned to serve as support for Foundation Initiatives
7. Oversee implementation of membership campaigns for the BC Alumni Association (BCAA); participate in coordination of the BCAA board of directors; work with Foundation and campus staff to ensure the success of BCAA events.

8. In collaboration with the Accounting Manager and the Financial Aid Office, ensure the maintenance of complete, up-to-date records (biographical, historical, and financial) on all scholarships, ensuring such information is properly documented in appropriate tracking system.
9. Ensure regular communication with scholarship donors to determine scholarship details annually, and to arrange for collection of monies committed.
10. Oversee and participate in the planning of alumni, donor, and other Foundation events.
11. Develop and implement creative recognition plans for donors.
12. In collaboration with the Accounting Manager ensure all funds have the proper documents on file and funding available for spending limits.
13. Ensure donor database is maintained with updated donor information and communication.
14. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
15. Perform other related duties as assigned.

## **Minimum Qualifications**

- Bachelor's degree from an accredited college/university and two years' experience in a comparable position. (Equivalent: Associate degree and four years' experience in a comparable position).
- At least three years of supervisory experience.
- Three years of progressively responsible experience in individual fundraising, alumni relations, community relations, private foundation, and/or corporate fundraising.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## **Knowledge and Abilities**

### Knowledge of

- The mission of community colleges, particularly California Community Colleges,

including laws of federal, state and local governments, and the policies of the Kern Community College District. Principles and practices of supervision, training, and evaluation.

- Principles of public speaking, marketing, communications, or sales.
- Budgeting and fiscal reporting.
- Interpersonal skills using tact, patience, and courtesy.
- Basic computer skills, including a working familiarity with Word, Excel, PowerPoint or similar programs and social media such as Facebook and Twitter.
- Planned or deferred giving techniques and instruments.
- Strong planning, problem solving, and organizational skills.

Ability to:

- Envision and effectively organize and supervise the day-to-day operation of assigned area. Develop, implement, and assess program goals and outcomes.
- Demonstrate leadership abilities
- Set goals and objectives for units that fall within the scope of this position and to work independently to achieve those goals for the Foundation and the College.
- Plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Recruit and direct volunteers and to work effectively with large community groups.
- Communicate effectively and clearly both orally and in writing.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
- Lead and demonstrate techniques associated with developing collaborative and effective partnerships with colleagues, donors, alumni and community leaders.
- Collaborate with community members at the local, regional, state, and national levels as required.
- Effectively direct and supervise areas of responsibility within the scope of this position.
- Successfully complete projects in a detailed-oriented manner and meet established timelines.

## **Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

### **Status/Rationale**

This is a managerial/supervisory position.

### **Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)