

Donor and Alumni Relations Coordinator
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Foundation Executive Director, the Donor and Alumni Relations Coordinator manages a comprehensive fund development and alumni relations program that will generate financial and other support for the College. Positions in this class may be assigned primary responsibility for either donor or alumni relations but are expected to be fully cross-functional in order to meet changing workload demands.

Examples of Duties

1. Work with Executive Director to develop annual goals and objectives, develop and establish project campaigns, and establish priorities in fund development and alumni engagement.
2. Develop and implement a plan for communicating with donors and alumni, and for engaging them in College activities and programs.
3. Serve as staff liaison to the BC Alumni Association, providing support in development and implementation of events and activities of the BCAA.
4. Implement campaigns to promote interaction among alumni and to highlight the success of BC alums.
5. Manage all scholarship accounts, including trust and endowment accounts and to timely prepare and distribute accurate annual reports to donors.
6. Implement initiatives to strengthen the Foundation's effectiveness as the primary fundraising entity for the College.
7. Maintain, in collaboration with Accounting Manager and the Financial Aid Office, complete, up-to-date records (biographical, historical, and financial) on all scholarships, ensuring such information is properly documented in AcademicWorks and Raisers Edge.
8. Communicate with donors of scholarship trust accounts to determine number of and amount of scholarships to be awarded on an annual basis and to collect those monies committed.
9. Field questions from current and potential donors regarding existing funds and provide information about how to establish new scholarships or endowments.

10. Negotiate and prepare gift agreements with new donors, while providing ongoing stewardship to current and former donors.
11. Manage annual Honors Celebration, enlisting help from other campus entities such as Financial Aid, Media Services, the Events Office, and Maintenance and Operations.
12. Maintain, in collaboration with the Financial Aid Office, complete, up-to-date records on all scholarships funded through Foundation accounts.
13. Plan and execute alumni, donor and other Foundation events. These duties may include overseeing all aspects of event execution, including maintenance of guest lists, invitations, selection of venues and menus, and general oversight of the event.
14. Serve as primary contact to the Financial Aid Office.
15. Participate in staffing the Foundation Office when others are out or otherwise occupied.

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.)
- Three years of progressively responsible experience in higher education, charitable foundation and or corporate development (fundraising and/or communications) activities.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Ability to:

- Manage people and processes
- Work independently and set goals and objectives for operations that fall within the scope of this position, supporting the College's goals
- Work effectively with community groups and to direct volunteers
- Communicate effectively and clearly, both orally and in writing
- Lead and demonstrate techniques associated with developing collaborative and effective partnerships
- Be flexible and firm in support of areas of responsibility

- Function under tight timelines, successfully completing projects in a detailed manner

Knowledge of:

- The mission of community colleges, particularly California community colleges
- Strong planning, problem solving, and organizational skills
- Basic computer skills including a working familiarity with Word, Excel, PowerPoint or similar programs and social media such as Facebook and Twitter.

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

Ratings	Essential Physical Requirements
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)

05/12/2016