

College and Community Events Manager
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under general supervision of the Vice President of Finance and Administrative Services, this classified management position will cultivate, develop, and plan the use of facilities by securing contractual agreements that are compliant with District Policy and Procedures. As an integral member of the Finance and Administrative Services team, the Manager of Community Relations and Events Development works closely with other Administrators, Staff and Faculty to develop strategic fund raising initiatives. The Manager of Community Relations and Events Development manages a portfolio of corporate and foundation donors and prospects; specific responsibilities include but are not limited to the following:

Examples of Duties

1. Assist the Vice President of Finance and Administrative Services of Bakersfield College to build the Community Relations and Events Development Department into a self-sustaining Enterprise.
2. Determine the type and availability of space and equipment needed for use of the facilities and provide prospective users in planning and selection, layout and set-up of campus facilities and events.
3. Develop written proposals to attract and retain valued community partner sponsorship of college approved events.
4. Provide event supervision and adequate personnel support at all College and Community events.
5. Investigate, analyze, and resolve event issues and complaints.
6. Provide clear, concise, and timely communication of directives to other departments providing support to college and community events.
7. Coordinate with campus and community constituencies to conceptualize, plan, and implement events.

Examples of Duties (continued)

8. Recruit, train, assign, evaluate, and supervise regular classified staff, short-term temporary staff, volunteer events personnel, and student workers.
9. Maintain and update all campus profile information pertaining to the events scheduling programs.
10. Develop and organize the use of campus facilities by outside organizations.
11. Serve as campus liaison with external contacts in the process of planning and organizing facility use.
12. Manage on-campus space use applications to process that facility use complies with Board Policy and Education Code.
13. Assures coordination and compliance with City, Police and Fire laws and ordinances.
14. Oversee the preparation of requisitions, invoices, payroll, and billing records that are compliant with District Policy and Procedures.
15. Maintain statistics and records.
16. Prepare departmental reports.
17. Oversees the College and Community Events Office budget
18. Perform other related duties as assigned to satisfactorily fulfill department responsibilities
19. Design and implement cultivation, Development, and stewardship strategies to foster long-term engagement.
20. Write and edit proposals, reports, prospect background profiles, correspondence, and other documents for internal and external audiences.
21. Research and analyze potential donors, agencies, and corporations, giving patterns and interests to facilitate the strategic development for foundation fund for the college
22. Meet regularly with assigned faculty members to keep abreast of their work and identify potential funding sources.
23. Manage existing portfolio of donors while identifying new prospects

Examples of Duties (continued)

24. Cultivate, solicit and steward donor prospects
25. Prepare President, Vice President, senior staff, and board members for meetings with relevant donors, as appropriate
26. Maintain accurate donor information through database systems
27. In conjunction with Special Events, design and execute appropriate cultivation and fundraising events
28. In collaboration with the Senior Manager, develop, review and implement strategy for increased donor awareness
29. Establish priority donor targets, strategies and outreach activities

Minimum Qualifications

- Bachelor's degree from an accredited college/university and four years related experience. (Equivalent: Associate degree and four years experience in a comparable position.)
- Experience using computer software applications
- 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:

- Mission of the California Community Colleges and community college programs.
- Project management.
- Principles of budget control and personnel management.
- Applicable building codes.
- Ordinances and regulations related to public health and safety requirements.
- Computer software and operation of modern office equipment.

Ability to:

- Assess the needs of the College community in order to support the executive leadership in budget planning efforts directed toward branding the campus.
- Maintain complex records and compile clear and accurate reports.

Knowledge and Abilities (continued)

- Interpret rules, regulations, codes, and policies.
- Coordinate/facilitate meetings.
- Plan, organize, and coordinate events.
- Recruit, train and manage volunteers.
- Establish and maintain effective working relationships.
- Coordinate and oversee the work of others.
- Work effectively with large community groups and volunteers.
- Communicate effectively and clearly both orally and in writing.
- Be flexible and firm in support of areas of responsibility.
- Successfully complete projects in a detailed-oriented manner while working under tight timelines.
- Promote a positive public image.

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
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	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.
3	Ability to lift 10 pounds.
3	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)