

Donor Relations Coordinator
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Donor Relations Coordinator reports to the Director, Foundation and Institutional Development. The Coordinator manages the gift acknowledgement system, all scholarship accounts, and the details of donation reports, recognition plaques and memorials. The Coordinator maintains contact with contributors and family members who have established endowment funds, creates and issues annual reports which notify donors of fund values, expenses and information about the students who have been selected as their scholarship recipients.

Examples of Duties

1. Work with Director to develop annual goals and objectives, develop and establish project campaigns, and establish fundraising priorities.
2. Manage all scholarship accounts, including both trust and endowment accounts and to timely prepare and distribute accurate annual reports to donors and interested family members.
3. Coordinate maintenance of complete, up-to-date records (biographical, historical, and financial) with the Financial Aid Office on all scholarships, making sure such information is properly documented in AcademicWorks and Raisers Edge.
4. Review endowed account investment performance, determine scholarship award amounts and transmit to Financial Aid and Business Services.
5. 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.
6. Field questions from current and potential donors regarding existing funds and provide information about how to establish new scholarships.
7. Negotiate and prepare gift agreements with new donors, while providing ongoing stewardship to current and former donors.
8. Manage annual Honors Celebration, enlisting help from other campus entities such as Financial Aid, Media Services, the Events Office, and Maintenance and Operations.
9. Serve as primary contact to the Financial Aid Office.

10. 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

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
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