

**IMPERIAL COMMUNITY COLLEGE DISTRICT
FOUNDATION COORDINATOR**

CLASSIFIED

BASIC FUNCTION:

Under the direction of the Foundation's Executive Director, perform a variety of technical and responsible accounting duties in the preparation, maintenance and review of financial records, reports and accounts related to the Foundation Office; assure compliance with established District policies, procedures, State, County and federal regulations and reporting requirements.

DISTINGUISHING CHARACTERISTICS:

The Foundation Coordinator reports to the Foundation's Executive Director. The incumbent will independently perform professional work involving judgment in the interpretation and application of policy and procedures. The incumbent will be responsible for coordinating development, including fundraising, community and donor cultivation, campaign development, administration, supervision, fiscal management, planning, event coordination, and evaluation of all foundation activities. The incumbent has a high frequency of responsible contact with the general public, business and community groups, administrative and professional staff, students, and other public/private agencies requiring tact and good communication skills.

REPRESENTATIVE DUTIES:

Lead and supervise student ambassadors; update application, advertise, compile applications, screen and assist with selection process. Notify students via email if they have been selected or not, generate scholarship checks.

Order IVC polo shirts to constitute a uniform that is expected to be worn during events.

Lead and supervise work study and student assistant- assign daily tasks, train and supervise students.

Coordinate and assist students with twenty-four K12 Tours, Foundation's Annual fundraising events, departmental and campus events such as First Step, IVC Orientation, Academic festivals and sport events.

Input in Banner priority registration, process stipends at the end of each semester.

Lead and Coordinate IVC Scholarships- update scholarship applications and advertise them to students.

Lead and Coordinate Foundation website; work with Information Technology Department to update/maintain the website.

Lead and coordinate social media pages- daily I upload Foundation and IVC pictures of events, donor check presentations and Ambassadors at different events.

Lead and coordinate Brand Marketing Partnership Program/ Project- point of contact to coordinate all new and existing Brand Marketing Partners. Provides to business partners all customizable marketing such as sponsorships at our Foundation events, partner banner placements around campus, access to bulletin boards, prominent placement of their logo on the IVC Foundation

website, nine email blasts, two social media post per month, four mailers to our IVC Foundation list, twelve digital signage announcements, and standing display ads placed around campus.

Conducts prospect research on corporations, foundations and individuals using a variety of print, electronic resources and reference materials.

Point of contact to speak to all and new scholarship donors and assist them with their creation of their scholarship and funds. Coordinate scholarship committee meetings.

Develops and maintains system of policies and procedures to facilitate proactive identification, research, assessment, and tracking of all prospects. Maintains contact records and mailing lists.

Prepares appropriate acknowledgment of donors.

Works in coordination with the Foundation's Executive Director and the Director of Community & Media Relations to further the awareness and enhance the image of the college and the foundation.

Attends all college meetings relative to the Foundation and reports at College Board of Trustee meetings as required.

Maintains an accounting system and produces reports related to assigned budgets; reviews allocation of funding.

Analyze, balance, reconcile and adjust assigned accounts in accordance with a wide variety of guidelines, restrictions and policies; assure payments, receipts and deposits are made in a timely manner and posted to appropriate accounts.

Provides portfolio reports, financial reports, donor reports, and contribution reports.

Tracks campaign contributions and makes the appropriate allocation of funding as stated by donors.

Oversee and participate in the preparation, review and analysis of accounting reports and records; assure distribution to federal, State and County offices and agencies, District administrators, campus organizations and others as appropriate; assist internal and external auditors as requested.

Prepares board and committee agendas, minutes, and reports in consultation with the college president, foundation president, secretary, and/or chairpersons; and works closely with the foundation and officers in all procedural matters.

Coordinate plans associated with preparing, submitting and monitoring external grant applications to private foundations, corporations and public agencies.

Oversee endowment accounts and investment management.

Prepare and distribute correspondence, claims, payment adjustments and other financial documents to process payments, clarify information, and detect errors and correct discrepancies in accounting records and reports.

Oversee the collection of monies; maintain files on outstanding fees and take appropriate action; monitor and maintain revolving cash and petty cash funds; write checks, process and prepare reimbursement according to established guidelines.

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Fundraising, major gift solicitation, event planning and planned giving instruments.
- Laws of federal, state and local governments;
- Instruments of planned and deferred giving and fund raising techniques;
- Business principles including accounting and cash flow management;
- Public relations and market principles and practices;
- Excellent leadership, interpersonal and analytical skills.
- Effective oral and written communication skills.
- Generally Accepted Accounting Principles
- Financial analysis and reporting requirements
- Financial and statistical recordkeeping techniques
- Methods, procedures and terminology used in technical accounting work
- Modern office practices, procedures and equipment
- Budget preparation and control

ABILITY TO:

- Function at a maximum level with minimum staff.
- Analyze, review, adjust, balance and reconcile assigned accounts.
- Post data and make arithmetical computations quickly and accurately
- Receive money, prepare bank deposits and bank reconciliations
- Train and provide work direction in a lead capacity
- Operate computer equipment and accounting software
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level coursework in accounting, business administration, finance or related field and three years of increasing responsible accounting and financial recordkeeping experience, preferably in a public sector organization.

PREFERRED QUALIFICATIONS:

Preferred qualifications for this position include previous proven success in individual, foundation, and/or corporate fund raising; demonstrated leadership and administrative skills; excellent public relations and communication skills; Demonstrated understanding of the relationship between a small, isolated community college and the community it serves.

LICENSE AND OTHER REQUIREMENTS: Valid driver's license.

WORKING CONDITIONS:

May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location. The incumbent will have regular contact, in person or on the telephone, with the general public, college executive, management, and supervisory, academic and classified staff. Duties are primarily performed while sitting at a desk or computer terminal. Incumbents are subject to extensive contact with students, staff, and the public. Constant interruptions, noise from talking, office equipment operations.

PHYSICAL DEMANDS:

Ability to sit for long periods of time, to operate a keyboard or other office machines and reach to file. Ability to read fine print, answer telephones and provide information over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Occasionally must travel to other offices or locations to attend meetings or to pick up or deliver materials.