

Position: <b>Foundation Coordinator - Classified</b>	Position Number:
Department: CR Foundation	FLSA: Non-Exempt
Reports to: Executive Director, CR Foundation	Salary Grade: 121

**Summary**

Performs a variety of administrative, data entry, project coordination, marketing and fundraising duties for the Executive Director of the CR Foundation.

**Essential Duties and Responsibilities**

Assists the Executive Director in administrative duties including responding to email and phone inquiries, preparing and mailing correspondence, updating the donor database, gift processing, running reports, and performing donor database research.

Produces agendas, minutes, correspondence, board packets, presentations and reports. Takes notes and transcribes dictation as assigned for various meetings. Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.

Coordinates meetings as directed. Prepares schedules and informs participants, confirming dates and times. Makes travel arrangements as directed.

Involved in Foundation fundraising activities including the solicitation of individuals, businesses and foundations for support. Assists in the development of proposals, tracks proposals, helps plan and organize special events and activities including agendas, content development, facilities, catering, and logistics. Work with Executive Director to develop and implement online, email, crowdfunding fundraising campaigns.

Coordinates small work teams, projects, events or grants. Ability to recruit and coordinate volunteers for events.

Represents the Foundation and the College at various functions/events at the request of the Director. Communicates directly and on behalf of the Executive Director with Board members, donors, staff, faculty, students and others on matters related to fundraising, marketing, donor relations, acknowledgements, and recognition.

Helps develop and coordinate marketing/communication efforts for the Foundation and the Alumni Association. Assists in developing informative and inspirational materials, and updates the Foundation webpage.

Receives, handles and stores confidential information.

Performs other duties and projects as assigned supporting the overall objective of the position.

**Qualifications**

**Knowledge and Skills**

Successful candidate must demonstrate strong writing and editing skills, creativity, and ability to work autonomously and collaboratively in a fast-paced, team environment. Must be motivated, proactive, and collaborative, with strong attention to detail. Sensitivity, diplomacy, and good judgement are essential. Advanced knowledge of Word, Excel, and PowerPoint are necessary. Prefer experience with database software programs. Strong planning and organizational skills are critical. High professional and ethical standards for handling confidential information.

Requires extensive knowledge of office practices, procedures and equipment, including filing systems, receptionist, and telephone techniques and letter and report writing. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, and proofreading and formatting techniques. Requires well-developed math skills to compute sums, averages, ratios, percentages, and trends.

Strong project coordination skills in planning and creating timelines, organizing and tracking, and ensuring follow through.

Experience in new media, including webpage updates and various forms of social media.

Some evening and weekend hours are required.

**Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform complex office and project work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of College and division organization, operations, programs, functions and special department terminology to relieve Executive Director of a variety of administrative details.

Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately and adopt an effective course of action. Requires the ability to communicate with students, staff, and the public using tact, diplomacy and courtesy, and in a manner that reflects positively on the division and College. Ability to work with a diversity of constituents including staff, faculty, students, board and community members.

▪ **Physical Abilities**

Requires ambulatory ability to retrieve work materials and relocate to other offices. Requires visual acuity to recognize letters and numbers, hand-arm-eye coordination to keyboard (type) at an advanced rate, auditory ability to speak to individuals and groups in person and over the phone. Ability to move and set-up items less than 25 pounds.

- **Education and Experience**

Bachelor's degree or AA degree and 3 years' experience in fundraising, event coordination and/or marketing and communications and public relations in a non-profit setting. Bilingual in Spanish/English preferred.

- **Licenses and Certificates**

A valid driver's license.