

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR, FOUNDATION

BASIC FUNCTION:

Under the direction of the Executive Director the Assistant Director provides oversight and general management of programs, projects and events. The Assistant Director handles daily office and staff oversight, with follow up reporting to the Executive Director. The Assistant Director, in collaboration with the Executive Director and the Foundation Board of Directors, participates in the development and implementation of the organization's strategic plan.

REPRESENTATIVE DUTIES:

Manage direct mail program. Oversee data entry and track results using a donor database program.

Plan, develop and manage special events and programs-

Coordinate all aspects of the Scholarship Program including the annual scholarship program event.

Provide fundraising information and analysis by collecting, analyzing and summarizing data and trends.

Provide daily office and staff oversight. Assign and review the work of assigned staff with direct reporting to the Executive Director.

Recruit, train and supervise Foundation staff and volunteers for all events and programs as needed.

Coordinate the development of Foundation collateral materials.

Manage activities for special Foundation related projects as needed.

Assist with identifying and implementing Foundation and fundraising initiatives in coordination with the Executive Director and Foundation board of directors.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic fundraising concepts.

Basic computer functions including, but not limited to, word-processing spreadsheet and database programs.

Oral, written, and interpersonal communication skills using tact, patience, and courtesy.

Principles of supervising, training and giving work direction.

Rules, regulations, and policies pertaining to conflict of interest issues.

ABILITY TO:

Coordinate several tasks or activities simultaneously.

Work with a variety of diverse individuals.

Communicate effectively both orally and in writing.

Plan, organize, and complete assignments with a minimal amount of detailed instructions.

Understand and carry out oral and written instructions.

Use modern office equipment.

Use personal computers for typical office applications, such as word processing, spreadsheets, and data base management.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Pay close attention to details.

Conceptualize ideas.

EDUCATION AND EXPERIENCE:

Requires a Bachelor's degree or equivalent and three years of relevant fund development and/or sales and marketing experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Typical office setting.

Computer and telecommunications work.

Frequently move from one work area to another.

Lift up to 25 pounds.

Extended periods of sitting or standing.

Administrator Salary Schedule Range 5

Revised and Board Approved: July 21, 2014