

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**TITLE: FOUNDATION PROGRAMS SPECIALIST**

**RANGE: 26**

### **DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

### **SUMMARY DESCRIPTION**

Under direction, performs a variety of technical, programmatic, administrative, and routine staff and analytical duties for the Southwestern College (SWC) Foundation; assists in the planning, design, and implementation of programs and supports delivery of program services; serves as a liaison between the program area and students, staff, and other campus and community officials and groups; participates in defining scope and schedule of assigned programs and activities, including the scholarship and mini-grant programs; cultivates community and College-wide support for the Foundation and its programmatic and fundraising activities; and supports stewardship activities and strategies of the Foundation.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume responsibility for coordinating activities, resources, and timelines for assigned SWC Foundation projects and programs including scholarship and mini grant programs; design processes and procedures to implement, maintain, and/or oversee resources; organize and implement all aspects of assigned project, program, or program area; ensure compliance with all aspects of program requirements. **E**
2. Promote assigned projects and programs, including the Foundation Department's scholarship, mini-grant, and program fund opportunities with staff, faculty, and greater community; oversee scholarship application lifecycle, from developing initial timelines through scholarship disbursement. **E**
3. Work directly with students and staff applying for scholarships and mini grants; oversee program selection and review process, including coordinating review committee; identify program participants, including faculty volunteers. **E**
4. Update and maintain the scholarship software and donor database systems; ensure accurate entry and tracking of scholarship applicants, donor information, and related program records and data; develop and coordinate systems and procedures for gift and data processing to ensure uniformity and accurate recording and retrieval of information. **E**
5. Ensure scholarships are available and fully disbursed in accordance with donors' intent; review all gift documentation, research missing/incomplete information, clarify gift designations with donors, and ensure regulatory compliance. **E**
6. Identify and communicate with scholarship donors to secure annual scholarship gifts.
7. Collaborate with other College departments, including Administration and Financial Aid, to promote and administer scholarships and mini grants. **E**
8. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned projects, functions, and program areas; promote uniformity and consistency in administration of the scholarship, mini-grant, and department fund programs; review existing program policies and procedures and make recommendations for program changes. **E**

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9. Design, plan, and coordinate a variety of events including tours, outreach, and other activities related to Foundation programs; determine needs and oversee facility set up, including equipment, supplies, food, and related services for assigned events. **E**
10. Research, compile, summarize, record, and review information on a variety of topics related to the College's Foundation; analyze fundraising data; participate in the preparation and distribution of narrative and statistical reports; prepare a variety of summary reports. **E**
11. Work in collaboration with College and Foundation staff to monitor and prepare scholarship projections and accurate expenditure reports of all scholarship funds awarded; generate and review periodic financial reports; provide financial and account activity summaries to all endowed scholarship donors/fund advisors. **E**
12. Coordinate activities with donors, businesses, and other community leaders regarding collaborative efforts for projects involving the SWC Foundation; coordinate with representatives to process agreements, resolutions, and/or MOUs for collaboration on projects. **E**
13. Promote and maintain working relations with College administrators, faculty, and staff regarding SWC Foundation and alumni activities. **E**
14. Provide staff support to SWC Foundation Board, committees, and other groups as assigned; facilitate activities as needed and as requested by the Executive Director. **E**
15. Draft a variety of correspondence, letters, appeals responses, and publications in connection with the College's fundraising, public relations, and donor recognition programs; type from rough draft or verbal instruction; compose correspondence independently. **E**
16. Attend Foundation meetings and events and represent the Foundation in the community as assigned. **E**
17. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Principles and practices of program development, coordination, and review.
- Methods and techniques of public relations.
- Advanced oral and written communication skills.
- Basic principles of educational foundations, fundraising, and donor relations.
- Basic principles of publication creation, design, and production.
- Operating characteristics and functionality of specialized software packages used in assigned area including methods and techniques of donor and fundraising database system administration and scholarship management systems.
- Principles, practices, and procedures of business writing.
- Basic principles, practices, and procedures of statistical and administrative research and report preparation.
- Techniques and strategies of managing volunteers.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to fundraising.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

- Perform specialized, technical, and complex programmatic and administrative duties in support of assigned Foundation programs, projects, and operations.

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- Provide specialized assistance, training, and information to students, faculty, administrators, staff, and the public concerning Foundation programs, functions, and resources.
- Effectively represent SWC Foundation to outside individuals and agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility.
- Participate in the development and administration of policies and procedures related to assigned activities.
- Facilitate workshops, seminars, special events, and class presentations.
- Prepare a variety of clear and concise administrative reports; write and edit materials for specific target audiences.
- Maintain accurate and complete records and files.
- Train, lead, and provide work direction and guidance to volunteers and student workers.
- Understand the organization and operation of the SWC Foundation as necessary to assume assigned responsibilities.
- Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures.
- Exercise independent judgment and personal initiative; use sound judgment in recognizing scope of authority.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications and scholarship management systems.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work independently and effectively in the absence of supervision.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination equivalent to completion of the 12<sup>th</sup> grade supplemented by college level coursework in business or public administration, communications, marketing, or related field **AND** three (3) years increasingly responsible administrative and program support experience in fundraising, student services, donor relations, or related field. Experience with donor databases and/or scholarship management systems preferred.

**LICENSE AND OTHER REQUIREMENTS**

None.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; regular interaction with individuals inside and outside the District; possible exposure to dissatisfied individuals.

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**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Occasionally drive a vehicle to travel to other offices and locations.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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