

## FOUNDATION ASSISTANT

### DEFINITION

Under general supervision assists in the management of the MJC Foundation office to accomplish the Foundation's mission of generating financial support for the College; performs varied duties associated with donor identification, donor solicitation, and continued donor relations; assists in fund raising events and activities; schedules and coordinates Board and/or administrative meetings; assists in accounting and budgeting activities and performs other duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the MJC Foundation Executive Director.

May provide indirect or functional supervision to other administrative support staff, as needed.

### EXAMPLES OF DUTIES

- Assist in planning and developing major fund raising events; assist with selection of planning committee members, and schedule and attend planning meetings; developing all printed materials; determine appropriate constituents to solicit from donor database; coordinate volunteer recruitment and assignments and attend to logistical details, as necessary.
- Assist in fund raising campaigns; acknowledge and record all monetary gifts; track and report solicitation balances and expenses and developing all printed materials.
- Maintain donor list; assist in identifying and soliciting donors; record and acknowledge all monetary and in-kind gifts; maintain integrity and continually update donor records.
- Review Business Office reports (Balance Sheets, Liability and Fund Balances, restricted and unrestricted funds, scholarship funds, etc).
- Track disbursements of restricted donations and targeted gifts.
- Meet and respond to yearly auditor inquiries regarding Foundation records.
- Assist in oversight of operating budget and Program Development Grants budget.
- Schedule and coordinate board meetings with Executive Director and Board of Directors; prepare and distribute meeting agendas with attachments.
- Attend to administrative details not requiring the attention of the Executive Director.
- Supervise clerical office staff.
- Act as an information source regarding the Foundation; respond to questions; resolve issues; and make decisions where judgment, knowledge and interpretations are necessary, especially in the proper handling of highly confidential information.
- Perform other related duties.

### TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work requires occasional evening and weekend hours.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Knowledge of procedures, methods, strategies, and techniques pertaining to the operation of a Foundation/Fundraising Office
- Principles, goals and objectives of community college education;
- Modern office practice trends and procedures, standard office equipment and modern data management, storage, retrieval systems, and computer based donor tracking systems;
- Legal mandates, policies, regulations, and procedures which govern the Foundation, District and College;
- English usage, spelling, grammar, and manuscript and report formatting; effective and efficient communication techniques, strategies and procedures.
- Fundraising ethics.

### Ability to:

- Communicate effectively in both oral and written form; work effectively under stress;
- Understand and independently carry out complex oral and written instructions;
- Learn, interpret and successfully apply office policies, procedures, rules and regulations
- Use good judgment in recognizing the scope of authority as delegated;
- Analyze situations and make decisions on procedural matters without immediate supervision;
- Analyze projects under pressure of time; maintain security and confidentiality of specified records and information;
- Perform arithmetical calculations with speed and accuracy;
- Operate office equipment including a computer; maintain donor records in a confidential fashion;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

### Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.

- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Equivalent to the completion of an Associate of Arts in public administration, organizational management or public relations supplemented by development or fundraising certificate or classes.
- Experience: Five years of highly responsible executive assistant or administrative aid experience in a community college environment, preferably in a Foundation/Development Office.

*Class Adopted: 03/01/09*  
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