POSITION DESCRIPTION

LIMITED POSITION*: Special Events and Annual Fund Coordinator

LOCATION: Institutional Advancement, Lincoln Campus

REPORTS TO: Dean of Institutional Advancement

GRADE: CCRIPSA 12

SUPERVISES: Administrative Assistant, part-time staff, volunteers

WORK SCHEDULE: Non-standard, 35 hours per week, some early morning, evenings and weekend work required

BASIC FUNCTION: With the Dean, develop and implement projects, events and activities of the College’s Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To coordinate all aspects of special events fundraisers including planning and conducting events, volunteer recruitment, assisting with solicitations of sponsorship, program development, and tracking of revenues and expenditures development.

To implement, monitor and publicize the Annual fund Campaign activities among faculty/staff, Foundation Trustees, Alumni, Friends and the Corporate Sector.

To work with the database consultant to oversee constituent tracking and reporting is accurate and timely.

To develop, produce, track and report on individualized acknowledgements for all gifts, cash and in-kind, to the Foundation.

To oversee the processing of Foundation scholarships, fiscal transactions, pledge collecting and to maintain appropriate records.

To assist with the development and monitoring of yearly budget and investment activities.
To review the Foundation profile of Trustees, recruit new members accordingly, and monitor their involvement for recognition purposes.

To oversee the workflow within the office to ensure open and ongoing communication, continuity in department activities, and overall effectiveness of function areas.

To do related work as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computer and related software including database management, word processing, spreadsheet and utility programs. Office equipment such as telephone, fax machines, copiers and calculators. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's Degree in related field preferred. Demonstrated experience in private sector fundraising and/or working with a non-profit fundraising board required. Experience in volunteer recruitment and motivation as well as in constituent development required. Excellent interpersonal skills essential. Excellent written and oral communication skills necessary. Ability to manage projects in timely and efficient manner working with defined budgets required. Skill in monitoring and distributing work flow working with staff to ensure deadlines and responsibilities are met and to ensure the effectiveness of the Foundation in carrying out its annual action steps. Knowledge of word processing and database management necessary as is the ability to learn new software as needed. Ability to work as a team player committed to high standards of excellence in the workplace. Or, any combination of education and experience that is substantially similar to the above.

**CCRI is an Equal Opportunity / Diversity Employer.**

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.