Assistant Development Officer

BASIC FUNCTION:

Under the direction of an assigned supervisor, assists with development and implementation of comprehensive plans and activities that achieve the fund development goals of the district.

REPRESENTATIVE DUTIES:

1. Assist with development and execution of strategic planning for fund raising activities for the district.
2. Provides assistance in preparation of fund raising activities to specific campus units.
3. Direct responsibility for implementation of specific assigned projects.
4. Provides coordination and logistical support to capital campaigns.
5. Writes fund-raising materials and oversees their production.
6. Writes proposals to government, corporate and foundation funding sources as assigned.
7. Assists faculty and staff with preparation of proposals as assigned.
8. Assists with development and implementation of event and presentation.
9. Oversees volunteer activities as assigned.
10. Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Academic fund raising techniques and philosophies.
2. Capital fund raising campaign techniques.
3. Methods, resources and skills necessary to conduct comprehensive fund raising activities.
4. Word processing.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Motivate volunteers at all levels of the organization.
3. Demonstrate initiative and judgment in individual programs that are part of overall fund raising programs.
4. Communicate successfully with staff, administration, volunteers and community, demonstrating excellence in interpersonal relations.

5. Command effective written and oral presentation skills.

6. Complete successfully agreed upon tasks within scheduled deadlines.

7. Work well as key member of planning team.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree, three years of fund raising experience in related academic or non-profit setting and experience interacting with volunteer organizations or equivalent volunteer leadership experience

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information in person and on the telephone.

2. Dexterity of hands to operate a computer and related equipment.

3. Sitting for extended periods of time.

4. Seeing to read various materials.

DATE APPROVED: March 1, 1999
RANGE: N-54
EEO-CATEGORY: H-30