Foundation Graphics, Event and Volunteer Coordinator

BASIC FUNCTION:
Under the direction of an assigned supervisor, coordinates the identity and visual communications for the Foundation. Oversees the creation of the design and visual identity of the Foundation in relation to the District, and coordinates the identity of all Foundation graphics. The Coordinator also manages Foundation-related special events, monitors event budgets, arranges catering, takes care of logistical arrangements, schedules volunteers, as well as oversees the tracking and recording of expenses and revenue for events. Works in tandem with the Associate Director to coordinate, schedule, and involve volunteer committees related to special events. Assists in the coordination of reservations, telephone calls, and ticket sales, for all related events.

REPRESENTATIVE DUTIES:

1. Oversee the visual identity and visual image of the Foundation. Develop and implement a consistent visual image for all Foundation communications materials.
2. Create design standards and oversee the image and creative strategy for Foundation communications materials.
3. Coordinate the design of all Foundation publications, Web pages, publicity materials, advertising, and marketing materials.
4. Create, design, and execute high-level Foundation materials, multimedia projects, and related websites; develop concepts for marketing and promotion of the Foundation.
5. Coordinate graphic design, printing, and mailing of materials related to events including: Save-the-Date postcards, invitations, programs, and letters.
6. Oversee the production process of Foundation print and Web materials.
7. Oversee planning, tracking, and recording of expenses and revenue for events.
8. Update event information on websites.
9. Operate computers and a variety of graphic arts tools, equipment and machines involved in the development of page lay-out, text editing, digital image manipulations, 3-D and 2-D illustrations and multimedia software.
10. Coordinate Foundation-related special events, including Foothill Summer Gala, De Anza Night of Magic, Chancellor’s Circle luncheon and breakfasts, and Legacy Circle Breakfast, among others.
11. Collaborate with Foundation staff to plan and coordinate activities of the Foothill and De Anza Commissions; schedule Commission meetings and plan refreshments; prepare and implement mailings of materials for meetings.
12. Collaborate with Foundation staff to coordinate, schedule, and involve volunteer committees related to events.
13. Ensure scheduling of events and coordination of calendars for all related staff and volunteers, including Chancellor and College Presidents.
14. Collaborate with Foundation staff, in coordinating reservations, ticket sales, and phone calls relating to the event; follow-up with sponsor mailing lists and materials.
15. Coordinate and arrange catering; ensure satisfactory menu/beverages and logistical arrangements; coordinate volunteers in preparing and installing decorations/banners/signage for events; ensure appropriate recognition for all concerned relating to the event; and prepare event documentation for files.
16. Collaborate with Foundation staff to provide stewardship for other Foundation volunteer; assist with Foundation Board, and Board committee meetings; and implement donor recognition activities.

17. Attend all Foundation staff meetings; participate in miscellaneous Foundation activities.

18. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. Expert knowledge of current versions of: InDesign, Photoshop, Illustrator, and database software such as Excel or QuickBooks.
2. HTML, Dreamweaver, and Ms Word.
3. Preparation and administration of tracking and recording of expenses and revenue for events.
4. Office methods, practices, and procedures.
5. Record-keeping techniques.
6. Interpersonal skills using tact, patience, and courtesy.
7. Proper methods of storing equipment, materials, and supplies.
8. Oral and written communication skills.
9. Principles of training and providing work direction to volunteers.

**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. Coordinate the design and production of Foundation and District print, Web, and other media publication materials.
3. Maintain current knowledge on Web, Internet technologies, and coding languages.
4. Design and produce College and District projects through final production/publishing.
5. Train and provide work direction to assigned staff.
6. Provide technical information concerning reproduction and printing of materials to others.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Analyze situations accurately and adopt an effective course of action.
10. Prioritize, assign, plan and organize work.
11. Prepare and maintain records and reports.
12. Meet and track schedules and time lines.
13. Interpret, apply and explain rules, regulations, policies and procedures.
14. Establish and maintain cooperative and effective working relationships with others.
EDUCATION AND EXPERIENCE:
Bachelor's degree and experience in fundraising, event planning, visual arts, design or related field and three years in graphic design field involving the computer graphic design and production of Web, presentation and print materials as well as special event coordinating. Preferred qualifications include serving in a leadership role within a fundraising or as a Special Event Coordinator position.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard and specialized graphic art equipment.
3. Seeing to view a computer monitor.

HAZARDS:
1. Extended viewing of a computer monitor.
2. Extended use on computer.

DATE APPROVED: June 28, 2005
RANGE: N-62
EEO-CATEGORY: H-30