

**JOB TITLE:** Foundation Specialist

**DEPARTMENT:** President's Office

**LOCATION:** Union Campus

**REPORTS TO:** Executive Director, Foundation/Director/Institutional Dev.

**FLSA:** Non-Exempt

**LEVEL:** 107

**DATE:** 1/16/19

**POSITION SUMMARY:** Responsible for the coordination of special events; implementation of scholarship program; daily financial management including; scholarship funds, donor gifts, audit, investments and budget oversight; and implementation of Patrons of the Arts program.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Associates degree; 2-4 years accounting and/or secretarial experience.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

**Fundraising**

- Responsible for coordination of fundraising events such as Friends of the Foundation, Patrons events, and annual Golf Tournament, as well as related sponsor solicitation, mailings, and publications.
- Interaction with potential donors, grant/funding agencies and other funding resources.
- Assist with preparation of materials for capital campaigns, annual giving, planned giving, and the Annual Report, as well as related mailings/promotional materials.

**Scholarships**

- Responsible for implementation of the Foundation Scholarship program including working with the accounts to determine scholarship allocation, recipient selection, and interaction with donors regarding their investments.
- Responsible for planning/hosting donor appreciation event.
- Develop and coordinate information necessary for scholarship allocation completion.
- Responsible for the planning and implementation of processes to ensure the timely implementation of the scholarship allocation.

**Patrons of the Arts/Alumni**

- Responsible for implementation of the Patrons of the Arts program, scheduling, planning and hosting Patrons' activities and events.
- Oversight of promotion and marketing of events and the design work for all Patrons publications and mailings, and ticketing.
- Assist with support and oversight of the ECC Alumni Association

**Administrative**

- At the direction of the Executive Director, working with Foundation Finance Committee, treasurer's report and meeting coordination.
- Prepare and coordinate the annual audit.
- Data base management.
- Coordinate and manage meeting notices, minutes and other correspondence.
- Develop and implement processes to continually improve account management and tracking.
- Assist with compliance of a variety of applicable laws, rules, regulations and restrictions related to all established guidelines for non-profit management.
- Assist with campus events (i.e. employee orientation, recruitment fairs, commencement, etc.) as requested.
- Assist the Executive Director with various reports.
- Coordinate marketing on Facebook, Twitter and website.
- Maintain the scholarship spreadsheet for college allocation.

- Prepare and generate all fiscal reports as required by Foundation including monthly, quarterly and annual requirements.
- Communicate effectively and coordinate with board members, ECC Financial Services and other administrators, faculty and staff to complete required reporting and activities.
- Attend meetings and participate in committees, as assigned, and attend training as required or recommended.
- Provide technical support to board members and donors regarding investment accounts and Foundation finances.
- Maintain and monitor programs through donor and accounting management software/database and maintain all aspects of the internal accounting system.
- May be required to work or meet in the evenings and/or on weekends.
- May be required to locally participate in meetings, and other activities related to the operations of the colleges.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of finance and budgeting procedures. Knowledge of data processing applications relative to accounting procedures. Data processing applications relative to donor acknowledgement procedures. Internal controls related to financial transactions. Knowledge of general office practices and procedures. Excellent customer service skills. Familiarity with database management and donor support software. Ability to prepare financial statements and reports.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow complex rules or systems, using professional literature and technical reports; communicate with internal and external groups. Ability to handle confidential information with discretion. Ability to establish and maintain effective working relationships with other employees.

**DECISION-MAKING and ANALYTICAL SKILLS:** Requires limited decision-making; may be responsible for providing information to those who depend on a service or product. Utilize judgment and critical thinking skills to ascertain which issues need the immediate attention of the Executive Director and which can be deferred to a more convenient time. Effective organizational skills. Ability to apply, adapt, and establish appropriate methods for the solution of a variety of accounting transactions and problems.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; familiarity with Abila software; office machines such as telephones, fax machines, or copiers.

**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.*

- **Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.
- **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 lift, carry, push, and/or pull up to 25 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*