

**JOB TITLE:** Foundation Event and Program Coordinator

**DEPARTMENT:** President's Office

**LOCATION:** Union Campus

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

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 1/13/22; 11/2/2020

**POSITION SUMMARY:** Responsible for the coordination, marketing and implementation of Foundation events and programs; assist with scholarship program and assist Executive Director with light accounting and management of scholarship funds, donor gifts and capital campaigns.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree; 2-4 years' experience with fundraising, communications, marketing and/or event management.

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

**Fundraising**

- Responsible for coordination of fundraising events such as Friends of the Foundation, Patrons events, Employee Giving, Golf Tournament and more, 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.
- Coordinates grant development activities with executive Director. Researches, assembles, and formats information, drafts and edits proposals for all other grants as well.

**Scholarships**

- Responsible for helping to implementation of the Foundation Scholarship program including; recipient selection, and interaction with donors.
- Responsible for planning/hosting donor appreciation event.

**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.
- Responsible for implementation of the Alumni program, Alumni of the Year, scheduling, planning and hosting Alumni activities and events.
- Oversight of promotion and marketing of events and the design work for all Alumni publications and mailings, and ticketing.
- Responsible for planning/hosting graduate appreciation event.

**Administrative**

- Maintain office files, telephone and mailing lists, and other appropriate records and special organization materials.
- Code UMB credit card and enter any payables or orders into ESM.
- Coordinate and manage meeting notices, minutes, and other correspondence.
- 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 and content on Facebook, Twitter, Instagram and website.
- 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.
- 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 college.
- 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. Data processing applications relative to donor acknowledgement procedures. Knowledge of general office practices and procedures. Excellent customer service skills. Familiarity with database management and donor support software.

**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.

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