

**FOUNDATION SUPPORT COORDINATOR**  
(Classified Bargaining Unit Position)  
(Range 30)

**DEFINITION**

Under direction of the Director of Institutional Advancement (IA), plan, supervise and implement events that promote and support Foundation and IA goals, assist the Major Gifts Officer, and perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Foundation Support Coordinator is distinguished from other classes by the requirement that incumbents perform duties involving direct contact with community agencies, Cuesta alumni, community leaders, donors, the College President, the College Public Information, Publications, and other faculty and staff. The position requires knowledge of Foundation Board policies, procedures and programs and District operational policies, regulations and procedures. Incumbents work independently, exercise judgement, serve in a lead capacity, maintain diplomacy, work with strict deadlines, and work certain evening hours and weekends as required.

**ESSENTIAL FUNCTIONS**

- Oversee the day-to-day operation of capital fund drives, Foundation programs (e.g. Alumni Association, Business Partners, Cuesta Gold and Ambassadors) as assigned, special events, and campaign committees;
- Organize and develop and/or oversee the development of forms, documents and lists;
- Assemble and compile data, including financial and biographical, as needed for campaign committees;
- Assist with the marketing of campaigns and events;
- Initiate, coordinate, schedule meetings (for staff, campaign/community leaders and volunteers);
- Provide support to volunteers;
- Plan, develop and maintain a calendar of Foundation-sponsored events, workshops and programs;
- Plan, direct, supervise events, workshops and meetings which includes the management of all details related to events (e.g. raising funds, developing budget and monitoring expenses, determining guests, seating and decorations);
- Develop and maintain event mailing lists and a constituent tracking system (including donor history, event participation, biographical information);
- Provide information to the College President, Executive Director of IA , and others as needed for capital fund drives, special events or programs;
- Develop and maintain lists and individual contacts with Ambassadors, Cuesta Gold and Business Partners; assure current records;
- Initiate direct contact with the alumni, and maintain alumni database;
- Develop and cultivate lasting and meaningful relationships for the College, (by interacting with alumni, business partners, ambassadors, donors, community volunteers, and event attendees);
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;

- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

**Duties may require the physical ability to:**

- see for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- sit or stand for extended periods of time;
- lift and/or carry 25 pounds;
- exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

**DESIRABLE QUALIFICATIONS**

**Education:**

- Associate Degree.

**Experience:**

- Three years increasingly responsible experience with demonstrated effectiveness in business management or event management/administration in non-profit or educational setting; demonstrated organizational skills; experience in working in a lead capacity.

**Knowledge of:**

- College and non-profit fundraising;
- Current departmental software programs preferred (including word processing, spreadsheet, database system, and graphic applications);
- Objectives of fundraising programs and college programs;
- Data gathering, analysis and presentation;
- Problem analysis and solving methods;
- Use independent judgement, diplomacy, patience, persistence, and work under strict deadlines;
- Effective written and oral communication skills;
- Multimedia software techniques;
- Computer programs necessary for record keeping and databases;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

CCCUE Approval: 8/27/01  
 Board of Trustees Approval: 9/12/01  
 Restored 04/04/2007