

JOB DESCRIPTION



Position Title: Charitable Giving Coordinator

Department: Foundation

Employment Category: Non-Exempt Staff

Primary Location: Douglas Campus

FLSA Classification: Non-Exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year

Pay Grade: NE06

Position Summary: The Charitable Giving Coordinator is responsible for the timely and accurate processing of charitable contributions, communications and record-keeping related to gifts and their disposal, financial recording and recordkeeping, coordination of foundation board meetings, and assisting as needed with foundation activities and events.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Accepts charitable donations via mail or electronic means and in person, posts contribution and donor details in Cochise College Foundation database, generates and mails formal acknowledgements, generates reports, and maintains necessary physical and electronic files of pertinent documents

Records and retrieves financial activity in Quickbooks, prepares bank deposits and maintains relevant documentation and receipts related to financial activities and provides detail reports to an external CPA and/or auditors; responds to questions about financial transactions. Oversees the accounts payable function, generating invoices and payments from appropriate accounts, and reconciles accounts in a timely manner

Prepares materials for Cochise College Foundation board of directors and committee meetings, in coordination with the Executive Director, using a board portal; serves as a point of contact for board members; records meetings and prepares minutes for board approval; coordinates meeting logistics as needed

Fosters relationships with donors and prospective donors through quality, timely interactions at all levels of interaction; operates in an environment that requires a high degree of trust and confidentiality

Assists with an array of activities related to foundation events, such as space reservations, registration, seating arrangements, meal selection, and follow-up; collaborates with supervisor on volunteer recruitment and training

Provides general support to college departments and board members engaged in fundraising activities

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

JOB DESCRIPTION



Education and Experience Requirements:

Associate's degree from an institution accredited by an institutional accrediting body of higher education recognized by the US Department of Education

Three years related experience

Preference may be given to individuals with experience in higher education

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies, to include Microsoft Office word processing and spreadsheet software, and donor and financial databases

Skill in interpersonal communication and relationship building

Skill in accounting and financial report preparation

Ability to learn new technologies, software and technical skills

Ability to use personal computers and standard office equipment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to operate standard office equipment

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to work accurately, efficiently, and effectively with all types of data

Ability to maintain accurate office procedures

Ability to work under pressure with frequent interruptions

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Executive Director of College Foundation

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.