

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: INSTITUTIONAL DEVELOPMENT FUND ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Director of Institutional Development, perform a variety of administrative support and fund raising duties in support of the Yuba College Foundation, including developing an annual fund/phonathon and the management and operation of the Institutional Development office.

#### **REPRESENTATIVE DUTIES:**

Coordinate office and administrative functions; communicate between the Director, faculty, staff and the community; assist in resolving problems and concerns. (E)

Establish and maintain fund raising software/database system; set up filing, record-keeping and tracking systems, and train others in their use; coordinate the flow of information, including monitoring progress and time lines of projects to others. (E)

Establish and maintain a database listing of alumni and friends of the college. (E)

Recruit, train, provide work direction, and evaluate student workers. (E)

Assist in determining annual fund priorities and goals; develop and manage phonathon schedule; establish and maintain supplies. (E)

Prepare written direct mail solicitations; track giving/non-giving donor records; analyze and report fund raising results. (E)

Prepare and mail correspondence, including donor acknowledgments and pledge reminders. (E)

Assist in the establishment and maintenance of annual fund accounts. (E)

Work with college leadership in the identification of major gift prospects from donor base and community contacts. (E)

Assist in establishing policies and programs for the use and/or investment of annual fund gifts. (E)

Assist in the development of fund raising events; assist in the design, implementation and evaluation of small campaigns (corporate, employee, etc.); work with Public Information Officer in publicizing programs and results. (E)

Prepare meetings agendas, take and finalize minutes of meetings. (E)

Type, edit and format a variety of complex documents, financial and statistical reports including graphs, charts and tables, using word processors or computers. (E)

Prepare reports, board items and grant proposals; collect data and provide research assistance for various studies and reports. (E)

Audit and control budget accounts and other financial records; notify Director of significant variance and recommend methods of limiting expenditures or transferring funds between accounts; prepare purchase orders

and requisitions; maintain inventory of equipment, materials and supplies. (E)

Coordinate meetings, events, awards and schedules related to Institutional Development's operation. (E)

Maintain collection of funding guides or software related to public and private funding sources; assist faculty, administrators, and staff in utilizing funding guides or software. (E)

Screen and distribute mail; answer correspondence on own initiative in accordance with policies, procedures and guidelines; gather information related to other correspondence and suggest possible responses. (E)

Verify accuracy of invoices, requisitions, purchase orders and similar documents and provide staff support. (E)

Coordinate activities and District departments and assist in the processing of assigned grants and scholarships; calculate, request and draw funds for deposit in accounts; generate checks and maintain general ledger. (E)

Compare, verify, index and file invoices, vouchers, purchase orders, warrants and other records. (E)

Review expenditures for validity and accuracy. (E)

Communicate with District faculty, staff, financial institutions and others and provide information related to assigned accounting function, receive and assist in the resolution of accounting related problems, issues and concerns, research information and obtain related documentation. (E)

Respond to requests from independent auditor and from accountant; provide information and assistance as requested. (E)

Work closely with vendors and staff regarding purchase orders and invoice payments; expedite orders as necessary. (E)

Operate a variety of office machines including computer terminal, personal computer and calculator; develop, implement and maintain computerized spreadsheets to track data required by the Foundation and the District. (E)

#### **KNOWLEDGE OF:**

Telephone techniques and etiquette.

Office management techniques.

Oral and written communication skills.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Modern office practices, procedures and equipment.

Operation of office machines including computer equipment and specified software.

Basic budgeting practices regarding monitoring and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Operation of office machines including computer equipment and specified software.

Basic budgeting practices regarding monitoring and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Assemble, organize and prepare data for records and reports.

Maintain records and files in both electronic and manual form.

Operate office machines including a computer and applicable software.

Complete work with many interruptions.

Establish and maintain cooperative and effective working relationships with others.

Gain knowledge of annual fund/phonathon techniques and ethics.

Add, subtract, multiply, and divide quickly and accurately.

Learn and convey telemarketing methods and ethics to students.

Train and provide work direction to others.

Learn operations, procedures, specific rules and precedents of the office.

Learn District organization, operation, policies, and objectives.

Read, interpret, apply and explain rules, regulations, policies, and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Work confidentially with discretion.

Understand and follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associates degree in business or related field and three years of work experience in a related field, including financial or statistical record keeping.

**ENVIRONMENT:**

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Office environment; subject to constant interruptions.

Outdoor work environment in the preparation of special events.

Flexible hours.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting and standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Seeing to read and monitor accuracy of information.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.