

**DESERT COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE DESERT FOUNDATION**

**RESOURCE DEVELOPMENT SPECIALIST**

**BASIC FUNCTION**

Under the direction of the Executive Director, Institutional Advancement the Resource Development -Specialist will assist in the fund raising efforts, data base management, grants development and coordination, and research and coordinate training and systems for Foundation and District personnel in resource development.

**REPRESENTATIVE DUTIES**

*The duties listed below are representative of the essential functions of the position.*

1. Research models and coordinate training opportunities for the Foundation Board, volunteers, District administrators, faculty, and staff to identify sources, prepare proposals, and develop long-term resource development plans.
2. Assist in the development of a comprehensive resource development model through the use of databases including donors, potential donors, grant sources, and training workshops.
3. Assist in the development and oversight of a grants coordination system for the college and Foundation. Function as a resource to faculty and staff in the development of grants.
4. Gather, compile data and assist in completing periodic and annual summary reports meeting guidelines and reporting requirements.
5. Assist in Planning and organizing community outreach events to inform business and community entities of goals, objectives, and needs of COD students.
6. Assist in the Foundation's fundraising program, including annual fundraising, planned giving, and scholarships.
7. Assist in the distribution of information via Social Media.
8. Develop and maintain cooperative and professional relationships with the Board, donors, members of the community, volunteers, and District administration, faculty and staff.
9. Assist in the development, daily operations, and maintenance of donor database information. Research and analyze potential donor profiles. Prepare donor portfolios for use by the Foundation's Executive Director, Board, and Director of Development.
10. Develop and maintain efficient systems including data cleansing, data entry, query building, gift processing and prospect research.
11. Record and maintain records of all donations and gifts, and prepare reports analyzing the donor profiles.
12. Serve as the primary contact for the Foundation with the IT department and for any data related matters.
13. Operate a computer and applications including Microsoft Office Suites, database management applications, and create power point presentations.
14. Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and practices of effective fund development strategies; professional ethical standards and practices as identified and agreed to by the Association of Fund Raising

Professionals and the National Committee on Planned Giving; the philosophy of community colleges; organization and confidential management of donor records, interpersonal skills using tact, patience and courtesy; computers and software including word processing, email, scheduling, spreadsheets, database management, desk top publishing, and power point presentations; and social media.

**Ability to:** Coordinate fundraising programs; develop fundraising and marketing material for audiences of varied interests; interpret and apply federal, state, and local laws and regulations related to Foundation and gift receipts; develop and maintain effective and cooperative relationships with administrators, faculty, staff, students, donors, volunteers, and the community; greet the public and represent the Foundation and District in a professional manner; communicate effectively both orally and in writing to exchange information; work independently and confidentially with minimal direction; meet schedules and timelines; gather information, maintain accurate records and complete reports; operate a variety of office machines including a computer and applicable software including word processing, spreadsheets, database management, desk top publishing, power point presentations, scheduling, social media and email; become proficient in Donor Perfect software; sit for extended periods of time; bend at the waist, kneel or crouch; lift and carry 25 pounds.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: Bachelor's Degree and two (2) years of increasingly responsible administrative work including some professional fundraising, grants writing coordination, and/or resource development research.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

### **WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibilities.

### **EMPLOYMENT STATUS**

District Foundation

Leadership Salary Schedule V  
Approved 7/18/13