

FOUNDATION ADVANCEMENT MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M2	08/01/2015	Classified	1 of 2

DEFINITION: Under general direction, the Foundation Advancement Manager provides core database support to institutional advancement efforts for the Contra Costa Community College District (Contra Costa College, Diablo Valley College, and Los Medanos College) and its affiliated foundations.

DISTINGUISHING CHARACTERISTICS: The Foundation Advancement Manager is directly responsible for the comprehensive management of the donor database, all gifts processing and acknowledgments, direct mail coordination and general office coordination.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Handles the operation, maintenance, data input, data integrity and accuracy for the constituent database management system.
- Manages integration and ongoing imports of data between the constituent database and the accounting system.
- Maintains timely and accurate constituent records in the database.
- Works with third party vendors to periodically clean and update data.
- Works with college registrars to import graduate information into the constituent database at the end of each semester.
- Coordinates periodic training of all advancement staff on current and new applications of the constituent database.
- Prioritizes and accommodates competing requests for data and reports according to established priorities.
- Manages the creation of donor reports.
- Develops additional reports and lists that are responsive to the needs of the various internal constituents, including all office staff, college presidents, and executive management.
- Processes all gifts from individuals, corporations, foundations, and organizations received by the colleges and foundations in a timely manner.
- Downloads and processes online credit card donations.
- Generates gift acknowledgement letters and receipts.
- Delivers checks and other gift types to the Business Office.
- Enters event registrations into the constituent database as needed.
- Prepares pledge reminders on a timely basis.
- Manages and coordinates monthly reconciliation with the Business Office.
- Manages and coordinates annual audit requests with the Business Office.
- Provides on-site support at fundraising and stewardship events as requested.
- Manages coding of appeals and solicitations through the constituent database.
- Supervises, trains and evaluates staff and conducts or participates in their selection.
- Builds and runs queries to segment data and lists as needed.
- Proofreads and copyedits as needed.
- Assists in all aspects of the production and mailing of solicitations.



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MINIMUM QUALIFICATIONS:

Knowledge Of:

- Capabilities of common and specialized donor database and software applications.
- Federal, state, and local laws, codes and regulations related to foundations and gift receipts.
- Modern software applications (Microsoft Office Suite, etc.).

Ability To: Perform and implement duties and functions above. Required abilities also include but are not limited to:

- Process gifts and other records with accuracy.
- Manage multiple projects simultaneously while under pressure.
- Communicate effectively, both orally and in writing.
- Provide timely response to requests for information, service and assistance.
- Maintain complete confidentiality of donor records and other information.
- Train and supervise personnel.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff.

Education/Training:

Possession of a Bachelor’s degree from an accredited college or university, or the equivalent.

Experience: Two (2) years of experience working with gift processing and database management in a nonprofit setting.

Actions: Newly created classification adopted by the Governing Board on 07/22/15