



TITLE: Development Associate, Business & Financial, SRJC Foundation

CLASSIFICATION: Classified

SALARY GRADE: O

JOB DESCRIPTION:

Under general direction, the Development Associate, Business and Financial is responsible for the administrative tasks associated with the Foundation's financial operations and business services. The Development Associate provides financial/operational support to the Executive Director and SRJCF Board of Directors, and assists in the administration of the Foundation's assets. The Development Associate, Business and Financial is an employee of the Santa Rosa Junior College Foundation, a 501 (c) (3) non-profit, tax exempt, auxiliary organization of the Sonoma County Junior College District.

SCOPE:

The Lead Development Associate, Business and Financial performs a broad range of accounting and business management duties to ensure accuracy in budget development and tracking, financial reporting to donors and College departments, maintains financial records; ensures non-profit compliance, prepares audit and 990 information, prepares scholarship/program distribution report and oversees Foundation business operations.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides donor relations services for Foundation/College donors and department staff regarding fund details.
2. Prepares financial reports for the Annual Report to donors and fund agents.
3. Maintains the Foundation's financial records: creates monthly Budget-to-Actual reports for SRJCF Board of Directors; assists Executive Director with annual Foundation operating budget; and processes weekly account payables for all funds and the Foundation office.
4. Deposits all cash receipts including donations from donors into computerized recordkeeping system.
5. Reconciles offset accounts from Raiser's Edge (RE) or other fundraising software with offsets in Escape on a quarterly basis.
6. Creates new scholarship, endowed, custodial and program funds in RE.
7. Serves as the Foundation representative on District Scholarship Review Committee.
8. Serves as a Foundation contact for external fiscal audits.
9. Prepares and mail monthly pledge payment reminders to donors.
10. Reconciles donor pledge balances in RE to Escape on a quarterly basis.
11. Handles stocks, mutual funds, IRA and wire transfers: prepares financial institution documentation for IRA gifts on behalf of donors; prepares thank you letters to donors outlining stock gift valuations and tax deductions; and works with Foundation's institutional advisor.
12. Maintains the Greater Giving credit card processing website: creates, updates and maintains the fundraising pages within Greater Giving for a multitude of fundraising events; uploads special event transactions (live & silent auction, raffle tickets, ticket sales) into Greater Giving from laptops used at fundraising events; and processes credit card transactions on behalf of donors.

KEY DUTIES AND RESPONSIBILITIES – Continued

13. Performs monthly reconciliation of credit card charges for donations and events.
14. Prepares financial information and tax forms from fundraising events.
15. Prepares Budget-to-Actual Financial Reports for fundraising events by tracking all income and expenses for the event and sending the report to the committees.
16. Manages Voluntary Payroll Deductions (VOLDED): processes VOLDED paperwork received from employees to the payroll department; reconciles VOLDED Raisers Edge data to reports received from payroll department; enters data into Escape and deposit checks; prepares letter and year-end summary of voluntary payroll deductions that is sent out to all employees who made contributions.
17. Maintains list of Foundation funds for Scholarship and Foundation use.
18. Prepares donor reports outlining the year end balances in the endowed, program and custodial funds.
19. Provides oversight for processing newly established funds for programs and scholarships.
20. Prepares the Foundation's Endowed Scholarship and Program Distribution Report to be used in determining scholarship and program award amounts.
21. Supports and attends Foundation events to ensure fiscal and operational compliance.
22. Tracks Foundation grants awarded to departments.
23. Serves as a liaison with District Accounting Office.

ABILITY TO:

Deliver excellent donor and constituent services; work proactively, anticipate problems, analyze situations and develop effective solutions; demonstrate problem-solving skills and a high degree of integrity in handling sensitive and confidential information.

KNOWLEDGE OF:

Generally accepted accounting principles, nonprofit fund accounting principles, fund-specific restrictions and Foundation policies.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in business, accounting or related field.

EXPERIENCE:

Five years or more experience working with accounting software and contracts and grants administration. Previous work experience in a fundraising/development office environment and in a higher education setting preferred.