



TITLE: Development Associate, Database & Gift Processing, SRJC Foundation

CLASSIFICATION: Classified

SALARY GRADE: N

JOB DESCRIPTION:

Reporting to the Executive Director of the Santa Rosa Junior College Foundation (SRJCF), the Development Associate, Database/Gift Processing processes and acknowledges all gifts for the Foundation, manages and provides detailed reports and extracts for fundraisers, College departments and regulatory agencies. This position is also responsible for updating and maintaining the Foundation's Raiser's Edge database which tracks donor, alumni, board/committee, and other vital constituent information. The associate interacts with SRJCF donors, alumni and College department representatives in a confidential manner on a daily basis.

SCOPE:

The Development Associate, Database/Gift Processing 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.

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. Codes, processes, records and acknowledges all gifts and non-gifts to SRJCF including Annual Fund, online, College department transfers, pledges, in-kind donations, and event registrations.
2. Reviews all gift documentation, researches missing/incomplete information, clarifies gift designations with donors, and ensures audit and IRS compliance.
3. Develops and manages systems and procedures for gift and data processing to ensure uniformity and accurate recording and retrieval of information.
4. Maintains/updates donor, alumni and other constituent records in Raiser's Edge to accurately track the SRJCF's relationship with the constituent.
5. In accordance with IRS regulations, generates personalized gift acknowledgment letters and gift receipts for all gifts \$100 or more.
6. Tracks memorial/honor gifts and notify family representative of donations.
7. Creates fundraising and marketing outreach data and emails lists for SRJCF staff, College departments, and Foundation committees.
8. Liaisons with third-party bonded mail house to coordinate direct mail projects and transfer secure data.
9. Produces, edits and proofs the SRJCF Annual Report donors lists including the Honor Roll of Donors, Randolph Newman Legacy Society, and Presidents Circle.
10. Provides Foundation executive director and fundraisers with daily gift reports and donation details as requested.
11. Generates complex data segments to provide development reports to Foundation staff for the purpose of donor identification, cultivation and solicitation.
12. Produces donor reports for Foundation committees AgTrust, Bear Cub Athletic Trust and Friends of Petaluma Campus Trust.

KEY DUTIES AND RESPONSIBILITIES – Continued

13. Generates the annual Voluntary Support of Education Survey (VSE) for the Council for the Aid to Education (CASE) to provide fundraising measures and statistics for inclusion in the nations rankings of higher education institutions.
14. Assists with the preparation for the annual IRS 990 report by providing details to the Foundation's auditors/tax preparers Gilbert and Associates.
15. Creates detailed graphs, pie charts and gift information for the executive director's monthly report to the SRJC Foundation Board of Directors.
16. Assists the Foundation's accounting and development associate to perform monthly and annual reconciliation of gifts and funds.
17. Manages the specifics of Foundation and College special and fundraising event transactions, such as ticket sales, sponsorships, auction donations, attendance numbers, etc.
18. Develops internal/external special event procedures to maintain accuracy and consistency of information and adherence to IRS/990 guidelines.
19. Records Alumni Association annual and life memberships, special appeals and events responses.
20. Reports College department donations and payments to appropriate administrator.
21. Maintains knowledge and competence in the areas of the SRJCF scholarship and instructional programs.

KNOWLEDGE & ABILITIES:

1. Significant Raiser's Edge or similar fundraising database experience
2. Understanding of financial coding systems
3. Ability to perform complex database queries, handle a large volume of data entry with a high level of attention to detail.
4. Ability to generate and create multi-layered reports, sophisticated data segmentations, and mail merges.
5. High degree of proficiency with PC platform, word processing, and Excel spreadsheets.
6. Excellent spoken and written English language and proofreading skills.
7. Excellent interpersonal skills and ability to handle situations with tact and diplomacy.
8. Ability to maintain confidentiality.
9. Ability to multi-task, work under pressure and meet deadlines.
10. Demonstrate initiative and follow-through.
11. Ability to work well independently and as part of a team.

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 or equivalent background/experience.

EXPERIENCE:

- Three years advanced fundraising database experience
- At least four years work experience in a fundraising/development office environment
- Experience working in a higher education setting preferred.