

**Foundation Supervisor
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the Executive Director, Foundation or assigned supervisor, the Foundation Supervisor coordinates the day-to-day operation of the BC Foundation office plus Foundation board management. The position is responsible for administrative oversight of the daily operation; board of director support; Foundation marketing, promotion, and communication; and event planning and support.

Examples of Duties

1. Manage all aspects of Bakersfield College Foundation board of directors and committee meetings, including communication, calendaring, agenda and minutes preparation. Provide other similar support as needed for other Foundation or Alumni Association-related boards or committees.
2. Select, supervise, train, and evaluate the work of assigned personnel; plan, direct, coordinate and review work plan for assigned area and staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; work with staff to identify and resolve problems.
3. Provide communications and marketing support for all aspects of the operation, including but not limited to major event promotion and implementation, social media promotions, and Planned Giving activities.
4. Manage production and distribution of newsletters for the Foundation office. Develop content list and manage writing and photography for the newsletter (or assign as appropriate); responsible for layout of the digital and printed newsletter; work collaboratively with an assigned area to maintain the distribution list.
5. Provide front-line coordination of the Foundation office, coordinating appointments and event scheduling; oversee workflow and ensure streamlined activities.
6. Implement initiatives to strengthen the Foundation's effectiveness as the primary fundraising entity for the College.

7. Assist in maintaining complete, up-to-date records (biographical, historical, and financial), ensuring such information is properly documented in the assigned software.
8. Provide administrative support and assistance to assigned programs; assist in the implementation of goals and objectives; review and evaluate work products, methods, and procedures.
9. Answer telephone and respond to inquiries and request for information; receive and route mail.
10. Facilitate the assignment of duties and responsibilities to any student office support personnel; develop training plans; monitor and review work activities to ensure department goals are being met and that appropriate training is provided.
11. Participate in the planning, development, and management of the department budget(s); identify material and equipment needs.
12. Maintain knowledge of relevant and current State, Federal, and District policies, and assures that the Foundation develops and maintains its internal office policies in alignment with District policies.
13. Conduct any required research and prepare any detailed reports as required.
14. Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college/university and one year experience in a comparable position. (Equivalent: Associate Degree and three years' experience in a comparable position.)
- One year of experience in higher education and/or experience in communication, marketing, event planning or public relations.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Ability to:

- Manage people and processes

- Function under tight timelines, successfully completing projects in a detailed manner
- Work independently and set goals and objectives for operations that fall within the scope of this position, supporting the College's goals
- Work effectively with community groups and to direct volunteers
- Communicate effectively and clearly, both orally and in writing
- Lead and demonstrate techniques associated with developing collaborative and effective partnerships
- Be flexible and firm in support of areas of responsibility
- Interpret and apply applicable federal, state, and District policies, laws and regulations.
- Formulate policy and procedures.
- Conduct meetings and serve on committees
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- The mission of community colleges, particularly California community colleges
- Strong planning, problem solving, and organizational skills
- Word, Excel, PowerPoint or similar programs and social media such as Facebook, Instagram, Twitter, etc.
- Leadership and management techniques and practices.
- Principles and practices of budget development and administration.
- Principles of supervision, training, and performance evaluation.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

02/2023