

Alumni and Donor Relations Manager
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Alumni and Donor Relations Manager reports to the Director, Foundation and Institutional Development. The Manager will be responsible for planning and implementing a comprehensive alumni relations program. In addition, the Manager oversees the gift acknowledgement system, including donation reports, donor recognition and memorials. The Manager is the primary contact for donors who have established endowed funds and oversees the preparation and explanation of related financial reports.

Examples of Duties

1. Work with the Director to develop annual goals and objectives, develop and implement project campaigns, and establish and achieve fundraising goals and priorities.
2. Assist and train Foundation and College staff to support and promote fundraising and alumni relations efforts.
3. Implement new initiatives for the improvement of the Foundation's effectiveness as the primary fundraising entity for the College.
4. Coordinate oversight of endowment accounts and investment management with the Director.
5. Maintain, in collaboration with the Financial Aid Office, complete, up-to-date records on all scholarships funded through Foundation accounts.
6. Monitor timely submission of required reports.
7. Plan and execute alumni, donor and other Foundation events. These duties may include overseeing all aspects of event execution, including maintenance of guest lists, invitations, selection of venues and menus, and general oversight of the event.

Minimum Qualifications

- Bachelor's degree from an accredited college/university and two years experience in a comparable position. (Equivalent: Associate degree and four years experience in a comparable position).
- Three years of progressively responsible experience in individual fundraising, alumni relations, community, private foundation, and/or corporate fundraising.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of

- The mission of community colleges, particularly California Community Colleges, including laws of federal, state and local governments, and the policies of the Kern Community College District.
- Basic computer skills, including a working familiarity with Word, Excel, PowerPoint or similar programs and social media such as Facebook and Twitter.
- Planned or deferred giving techniques and instruments.
- Strong planning, problem solving, and organizational skills.

Ability to:

- Manage people and processes.
- Set goals and objectives for units that fall within the scope of this position and to work independently to achieve those goals for the Foundation and the College.
- Recruit and direct volunteers and to work effectively with large community groups.
- Communicate effectively and clearly both orally and in writing.
- Lead and demonstrate techniques associated with developing collaborative and effective partnerships with colleagues, donors, alumni and community leaders.
- Collaborate with community members at the local, regional, state, and national levels as required.
- Effectively direct and supervise areas of responsibility within the scope of this position.
- Successfully complete projects in a detailed-oriented manner and meet established timelines.

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

Often—51-75 percent = 3

Occasional—25-50 percent = 2

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)