

Seward County Community College
Structured Compensation - Job Description
Development Office Coordinator

Data Year: 2018

Prepared On: 04/08/2019

Department:	Development and Alumni	Grade:	8
Reports To:	Chief Development Officer	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	K. Trzaska/ T. Tovilla	Effective Date:	11/04/2008
		Revised Date:	04/05/2019

Role:

To provide administrative level support in development and alumni operations. The role includes key bookkeeping and record-keeping duties.

Essential Functions & Responsibilities:

- E 35% Maintain Development Foundation bookkeeping and other duties including but not limited to:
 - a. Code and post deposits, expenditures, and investment income
 - b. Prepare monthly financial reports
 - c. Interpret investment reports and maintain investment records
 - d. Prepare worksheets for distributing income and expenses
 - e. Verify scholarship billing
 - f. Make deposits and pay invoices
 - g. Take office meeting minutes and send meeting notices
 - h. Ensure all required filings are completed in timely fashion (Kansas Annual filing, IRS Form 990, etc.)
- E 25% Perform various operational tasks with in the office. These duties include filing, copying, telephone, correspondence, processing incoming and outgoing mail, and managing office supplies and processing and maintaining essential records for purchase requisitions and travel/ facilities scheduling.
- E 15% Maintains the Chief Development Officer's appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel.
- E 10% Assist with Development Foundation Auction including recording and processing:
 - a. donations in database
 - b. preparing bid sheets, sort cards, certificates, guest list
 - c. assistance with setup/tear down of event, may also be required
- E 10% Provide necessary financial data for and assist the development office team in preparing annual Foundation meeting and the Annual Report.
- E 5% Maintains professional and technical knowledge by attending educational workshops; reviewing professional publication; establishing personal networks; participating in professional societies.

Performance Measurements:

1. To schedule and organize work to meet established deadlines.
2. To insure that all correspondence is free of spelling, typographic and grammatical errors.

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3. To keep all assigned files and records current and well organized.
4. To maintain a friendly, professional work environment and attitude when working with others.
5. To maintain strictest confidentiality of donor, alumni and student records.
6. Sound decision-making skills including using good judgement and logical processes to arrive at an appropriate decision
7. Represent the Chief Development Officer by attending meetings in the executive's absence; speaking for the executive.
8. Carry through the instructions to the investment firms for actions taken by Foundation Board.

Knowledge and Skills:

Experience	Three to five years of executive and accounting experience.
Education	A two-year college degree or completion of a specialized course of study at a business, accounting or trade school. Bachelor's degree preferred.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (donors, students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	<p>Problem analysis and assessment skills including identifying issues promptly and taking the right course of action to manage the problem.</p> <p>Good oral and written communication skills; 10-key proficiency; must have a thorough understanding of basic accounting principles; must be detail oriented; typing skills of at least 50 wpm; must be able to operate general office equipment.</p> <p>Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite required.</p>
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 3 hours at one time with a total of 7.5 hours Standing for a period of .25 hour at one time with a total of .25 hour Walking for a period of .25 hour at one time with a total of .25 hour Lifting: up to 25 lbs. occasionally Carrying: up to 25 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping, fine manipulating and frequent keyboarding Keyboarding up to 5 hours daily Bending and reaching above shoulder level occasionally Driving occasionally for college activities</p>

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Work Environment Normal office environment.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature