

## FOUNDATION EVENTS SPECIALIST

### GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, oversees all fundraising, Alum & Friends Association, and stewardship events for the Butte College Foundation. Coordinates annual Butte College Gala, department event support, sponsorship outreach, and event-related donor stewardship activities. The incumbent also oversees additional Foundation-related events such as donor receptions, alum gatherings, scholarship ceremonies, and other special events that advance the Foundation's mission. The role requires independent judgment in interpreting and applying District policies and procedures within the well-established rules and regulations pertaining to the Foundation.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and complex tasks, requiring specialized or advanced skills in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below, as well as other related duties.

1. Leads planning, coordination, and execution of all Foundation fundraising events, alum engagement activities, stewardship events, and donor appreciation programs. \*
2. In collaboration with the Foundation team, develops and solicits event sponsorships/gift proposals to ensure Foundation fundraising events meet or exceed fundraising objectives. \*
3. Develops and manages event budgets; provides guidance to departments and event committees on fundraising strategies, sponsorship outreach, and donor engagement activities. \*
4. Prepares and distributes meeting agendas in advance; accurately records and maintains meeting minutes for all committees. \*
5. Coordinates the Foundation Gala Committee and other fundraising or alum committees as identified, efficiently planning and facilitating meetings in compliance with the Brown Act and Robert's Rules of Order; fosters volunteer engagement, collaboration, and support to ensure successful fundraising events and activities. \*
6. Coordinates training for college departments on event procedures, payment processing, and sponsorship management.\*
7. Required to travel between District sites as well as offsite locations to provide support for various events. \*
8. Utilizes computers to perform advanced-level document production, including the complex formatting of documents, creating charts, establishing and maintaining databases, using spreadsheets, and utilizing a variety of software and hardware. \*
9. Provides technical support for Foundation event systems, including Customer Relationship Management (CRM) software, event websites, and payment processing systems; ensures accurate reconciliation of all event-related gifts and sponsorships.\*
10. Compiles and tabulates statistical data and information from various sources, including data compiled and records kept as they relate to individual assignments and prepares

appropriate forms, schedules, reports, newsletters and lists as required; summarizes, inputs and reviews data and verifies for accuracy, completeness and compliance to rules, regulations, policies, procedures and other mandates. \*

11. Maintains accurate and up-to-date records, files, and reports related to Foundation events, donor engagement activities, and fundraising initiatives; oversees and updates annual event calendars, timelines, and planning documents to support the successful execution of Foundation programs and stewardship efforts. \*
12. Develops marketing materials, sponsorship packets, and event websites to promote Foundation events and donor opportunities. \*
13. Updates, revises and may, promotional materials, brochures and other printed communication materials for distribution, on and off campus; maintains a library of resource materials. \*
14. Assists in the development and implementation of revised and/or new procedures, including those to ensure effective and efficient day-to-day operations of the assigned area. \*
15. Maintains strict confidentiality regarding donor information, sponsorship agreements, and event financial records; ensures compliance with all applicable privacy, ethical, and institutional standards. \*
16. Develops and implements strategies to increase event revenue, alum participation, and overall engagement with the Foundation through targeted outreach, innovative programming, and enhanced donor stewardship efforts. \*
17. Provides assistance to and backs up co-workers and other staff within the department, as needed. \*
18. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
19. May assist with the set-up and/or monitoring of student events and/or activities.
20. May serve on a variety of District committees as requested.
21. Performs other duties that support the overall objective of the position.

## MINIMUM QUALIFICATIONS

### EDUCATION/EXPERIENCE:

- Associate Degree\* or the equivalent\*; **AND**
- Two (2) years of experience closely related to the duties of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

\*Associate Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

### CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

### DESIRED QUALIFICATIONS:

- Bachelor's Degree in Nonprofit Management, Business Administration, Hospitality/Event Management or Project Management.

- Three (3) years of professional experience in event planning or coordination, fundraising or donor relations, or volunteer management.

***KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)***

**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Principles and practices of even planning, production and risk management
- Marketing and promotional techniques for donor engagement and community outreach.
- Methods and techniques for engaging alum and donors
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Interpersonal skills using tact, patience, and courtesy.
- Effective communication skills, both verbal and written.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, Enterprise Resource Planning (ERP) systems and Customer Relationship Management (CRM); computer hardware and peripheral equipment related to the area of the assignment.
- Mobile devices and applications utilized by the District and/or college.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Plan, organize and conduct group functions, events and meetings.
- Learn and understand related sections of Education Code.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Department and/or program policies and procedures related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Extract, compile, organize, and analyze statistical data.
- Work confidentially with discretion.
- Safely operate a motor vehicle.
- Complete work assignments according to established timelines.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.

- Demonstrate sensitivity to and respect for diverse populations.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

**WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

May be required to work a schedule involving evenings and weekends.

Work is performed primarily indoors where minimal safety considerations exist. .

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.