

## PROGRAM COORDINATOR, FOUNDATION

### GENERAL DESCRIPTION OF CLASS

Under the direction of the Executive Director of the Foundation, coordinates the administrative activities for the Butte College Foundation. Performs complex administrative functions requiring broad knowledge of rules, policies and procedures governing a 501(c)(3), nonprofit organization. Oversees the review process, award, and distribution of the internal and external scholarships This position also serves as the administrative assistant and provides direct support to the Executive Director of the Foundation.

### DISTINGUISHING CHARACTERISTICS

This position manages the daily administrative operations of the Foundation; overseeing the development, maintenance, and distribution of all Foundation records, scholarships, endowments, donations, and correspondence. The role includes preparing agendas and minutes for board, executive board, and committee meetings, while maintaining all related files and records. Additionally, the position is responsible for event planning and the training and supervision of volunteers, working in conjunction with the assigned administrator for scholarships and special events. It also oversees the Foundation Events Specialist, ensuring alignment with Foundation goals and priorities. This position holds full ownership of the external scholarship process, coordinating with donors, students, Financial Aid, Admissions and Records, and Fiscal Services to ensure donor-directed scholarships are processed accurately, meet donor intent, and comply with institutional and regulatory guidelines.

**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 difficult tasks, requiring specialized or advanced skill 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. Coordinates the daily operations of the Butte College Foundation to ensure efficient and effective operations; coordinates communications and assists the Executive Director of Foundation with administrative matters, applying a high level of confidentiality, responsibility, and judgment. \*
2. Functions include but are not limited to taking and delivering messages, receiving, and reviewing inquiries in various formats where judgment, knowledge, or interpretation of policies and procedures, regulations, and laws is necessary. Prepares a variety of correspondence, reports, spreadsheets, endowment reports, financial reports, minutes, agendas, contracts, agreements, and confidential documents. \*
3. Serves as the initial point of contact for the Foundation; provides technical assistance and guidance to students, staff, faculty, management, administrators, Foundation board members, donors, prospective donors, and the public. \*
4. Manages the Foundation's scholarship programs from application to selection; ensures all scholarships are posted, managed, and distributed in accordance with the governing policies and procedures. \*

5. Manages the scholarship awards software system; assigns reviewers and communicates with them through the platform. Demonstrates technical proficiency in database and system management to support scholarship operations.\*
6. Evaluates endowment returns and fund balances annually to ensure accurate scholarship award allocations in compliance with distribution formulas.\*
7. Develops and disseminates comprehensive annual endowment reports to inform donors of fund performance and the impact of their contributions.\*
8. Tracks and monitors all District donations, to include the creation and maintenance of donor and sponsor proposals. \*
9. Oversees the planning and implementation of special events including but not limited to Donor and Student Scholarship Reception, and the Butte College Gala; secures vendors and contractors; initiates associated contracts related to the event and Service Level Agreement (SLA). Serves as a contributing member and administrative support to the Foundation and its Board of Directors; prepares meeting agendas, records minutes of all meetings, prepares and distributes materials as required. \*
10. Facilitates meeting and event preparations; arranges and schedules facilities, food services, and parking; distributes event notifications; contacts, schedules, and confirms speakers as needed. \*
11. Prepares, distributes, and reviews new Foundation Board Member information packets with new Foundation Board Members. \*
12. Performs a variety of duties in support of functions delegated to the Foundation, including but not limited to the interpretation and application of federal, state, local, and District rules and regulations as appropriate. \*
13. Prepares and disseminates documentation and information at Foundation meetings; ensures Foundation meetings are compliant with public open meeting requirements (The Brown Act). \*
14. Tracks, monitors, maintains, and assists in budget planning, budget expenditures, budget preparations, and all special event budgets; processes, routes, and maintains all related budget paperwork, expenditures, transfers, and disbursements. \*
15. Performs budget and accounting activities such as processing purchase orders, verifying invoices for services and/or products; submit claims and/or invoices for payment; verifies and applies the correct budget code to accounting procedures. \*
16. Coordinates activities between the assigned administrator and staff, students, the public, local community, and state agencies, or other District or college officials; obtains and provides information and coordinates activities. \*
17. Reviews, updates, and maintains Foundation social media platforms and the District's Foundation website/webpages. \*
18. Prepares a wide variety of materials such as correspondence, reports, surveys, forms, charts, budget sheets, and memoranda from oral or written instructions, maintains confidentiality. \*
19. Develops an annual calendar of meetings and schedules related to Foundation events and services; assembles information, verifies accuracy; inputs or oversees the input of information into the District and Foundation databases; processes data according to established procedures and timelines; generates and updates reports on an on-going basis. \*
20. Uses computers and specialized software to create professionally formatted documents, including charts and acknowledgments; manages the scholarship database and uses spreadsheets for tracking and reporting purposes. \*
21. Initiates and answers telephone calls; receives, screens, and directs calls and visitors to appropriate personnel; schedules and confirms appointments; maintains and updates the

- assigned administrator's calendar. \*
22. Coordinates travel arrangements for assigned administrator and manages travel arrangements, hotel accommodations, and conference attendance paperwork; receives and verifies receipts for expenditures incurred by administrator; reconciles expenses and submits appropriate paperwork to Business Services for processing. \*
  23. Responds to requests for information from students, staff and the public regarding scholarship programs, policies, procedures, and regulations. \*
  24. Partners with Marketing and Public Relations to publicize Foundation activities, events, and accomplishments. \*
  25. Manages account files and filing systems; creates, and maintains a variety of Foundation documents and files, including but not limited to donor lists, spreadsheets, and others of a confidential nature; creates, updates, and maintains all endowment agreements, contracts, sponsorship agreements, and donations. \*
  26. Gathers, compiles, and extracts complex statistical data and information; prepares standard, ad-hoc, and/or narrative reports; handles grant and state reporting information and management; distributes materials as appropriate. \*
  27. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
  28. May order and disburse forms, supplies, materials, and equipment for the Foundation, if needed.
  29. May serve on and/or represent the Butte College Foundation on a variety of District and/or college committees as requested.
  30. Performs other duties that support the overall objective of the position.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION/EXPERIENCE:**

- Bachelor's Degree\* in Nonprofit or Business Administration or a related field; **AND**
- Three (3) years of experience directly related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

\*Bachelor's 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:**

- May be required to hold and maintain a valid driver's 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:**

- Proficient in CRM platforms, with a focus on data integrity, query generation, and reporting functionality.
- Three (3) years of increasingly responsible administrative experience in scholarships, special events, donor relations, and/or endowment 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).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Foundation and Office of Institutional Advancement policies and procedures.
- Filing practices and systems.
- Communication devices and digital hardware.
- Special event and/or activity planning.
- Vendor relations and contracts.
- Modern budgeting and bookkeeping practices.
- State rules and regulations pertaining to a foundation at a community college.
- Endowment contract formulation.
- Data analysis techniques.
- Modern office practices and procedures including technical report writing techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Mobile devices and applications utilized by the District and/or college.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Perform a variety of administrative duties in support of the assigned administrator.
- 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.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Post data and make mathematical calculations rapidly and accurately.
- Maintain a high level of confidentiality.
- Plan and implement special events.
- Secure vendors and independent contractors.
- Create vendor contracts.

- Make decisions, apply good judgment and problem-solving skills.
- Compose correspondence and reports.
- Develop and manage operating plans and budgets.
- Develop and maintain effective record keeping and filing systems.
- Analyze and research problems and prepare clear, concise reports, and recommendations.
- Deal with complex situations.
- Integrate and implement program needs within parameters of District policies and procedures.
- Accurately compose correspondence and reports utilizing advanced software.
- Access and use internal and external computer applications for correspondence and reporting.
- Operate office machines including but not limited to computers, photocopiers, calculators, typewriters, and fax machines.
- Make required mathematical calculations rapidly and accurately.
- Remain calm and cooperative in confrontational situations.
- Perform duties in a timely manner, despite interruptions.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative 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 supervision, work direction, and/or guidance to classified 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 in typical office conditions, with a generally quiet noise level.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

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

Class Code: L306.100

Salary Range – MSC 7 - Exempt

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.