VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: COMMUNITY DEVELOPMENT AND INSTITUTIONAL ADVANCEMENT SPECIALIST

BASIC FUNCTION:

Under the direction of the President, the Community Development and Institutional Advancement Specialist is responsible for assisting the President’s Office in the planning and operation of the college’s institutional advancement activities and for assisting with the college’s efforts in community development.

REPRESENTATIVE DUTIES:

Assist in organizing, developing and implementing all activities associated with the college’s institutional advancement and community development programs. 

Develop information and promotional materials for distribution to the public and prospective donors. 

Design and implement a system of prospect and donor records, including a donor recognition system. 

Assist with the activities of the President’s Office and Public Information Office. 

Provide leadership and coordination of various activities, programs and special events. 

Work with college staff, representative of various constituent groups, members of the College Foundation Board, other organizations, committees and volunteer groups in the planning and design of activities and initiatives in the college’s institutional advancement and community development programs. 

Represent the college to the community. 

Provide assistance to the President’s Office by assisting with the activities and functions of the College Foundation. 

Supervise the College Community Market in cooperation with the College Foundation and the El Concilio del Condado de Ventura. 

Perform other duties as assigned.

Established November 1998
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, rules and regulations affecting auxiliary organizations as established by the Ventura County Community College District and the College Foundation
Applicable state and federal laws, codes, rules and regulations affecting private non-profit corporations
District and college operations, policies and regulations
Modern office practices, procedures and equipment including the use of a computer and specific software
Modern philanthropic practices and fundraising techniques
Use of correct English usage, grammar, spelling, punctuation and vocabulary
Organizational planning methods and practices

ABILITY TO:

Set goals, establish, and meet deadlines
Make effective written and oral presentations
Work irregular hours as required to meet program goals
Demonstrate self-initiative and organizational skills
Provide leadership to volunteers and coordinate their efforts
Effectively represent the college to the staff and the public

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level course work in education, public relations, public administration, marketing, communications, business administration or other related field and three years working with the public in community development, fund raising, marketing or institutional advancement activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information