



Development and Special Events Assistant Clark College Foundation Vancouver, Washington

The Development and Special Events Assistant will be an individual who is personable, professional, energetic, resourceful, and thrives in a complex, fast-paced work environment. We value philanthropy, integrity, innovation, stewardship, service, diversity and teamwork. This is a regular, full-time non-exempt position. They will be dedicated to our mission of **inspiring the joy of philanthropy in support of student success and program excellence at Clark College.**

Clark College Foundation offers a positive, team-oriented work environment and a competitive compensation package with excellent benefits including medical, dental and vision insurance, and an employer-matched 403(b) retirement savings plan. We encourage and support professional development of our employees, and strive to promote from within when mutually beneficial.

Clark College Foundation is committed to promoting a culture that is open, safe and respectful for all employees. We believe that diversity in experience, background and perspective enriches the work we do. It is our goal to challenge systems of power, privilege and inequity by providing our employees diversity education and training, and through employee recruitment and retention.

Founded in 1973, Clark College Foundation is an independent, self-governed nonprofit that assists Clark College through philanthropy. Our efforts, in concert with our generous benefactors, serve to improve educational opportunities and consequently, the quality of life and economic success of our community. Since its inception, the foundation has directed \$66 million to support programs, facilities and services at Clark.

Our success is recognized by the Council for Advancement in Support of Education (CASE) as the 2019 national recipient of its Educational Fundraising Award. Moreover, the foundation's communications efforts have won numerous top accolades from CASE and the Oregon chapter of the Public Relations Society of America.

General Position Summary:

Reports directly to the Vice President of Development and Director of Special Events and Donor Relations. Also partners with the Executive Assistant to the CEO and Foundation Board. Provides both professional-level and clerical-level administrative and event support. This position requires a detail-oriented person who is comfortable working in a fast-paced office environment, exceptional communication skills and someone who is dedicated to completing projects in a timely manner. The range of duties includes calendar management and support; meeting scheduling and preparation; drafting of correspondence, minutes, reports, and donor relations materials; as well as coordinating, executing and representing the foundation at special events. This person will have strong skills helping to manage executive leadership, build effective relationships with foundation and college employees, as well being an enthusiastic and helpful connection to major donors.

Responsibilities include:

Assist the Vice President of Development

- Coordinate and schedule meetings, prepare reports and other materials.
- Assist in budget management, including processing invoices and reconciling expenses.

- Arrange travel.
- Prepare executive for meetings with community and business leaders, campus leaders, and others involved with the foundation and college missions. Attend such meetings as appropriate to participate in project/event development and execution, take notes/minutes, ensure meeting needs are met, etc.
- Maintain confidentiality on issues involving staff and donors.
- Work with the executive to effectively document contacts with donors, prospective donors and attendees of special events utilizing The Raiser's Edge as the sole tool for planning and recording all strategic contacts and actions.
- Provide administrative and staffing support to the following committee(s): Business Transactions Committee and Development Committee.
- Provide project-based administrative support to other development and executive staff as requested through, and approved by, Vice President of Development, as outlined by agreed-upon project parameters and deadlines.

Assist the Director of Special Events and Donor Relations

- Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and equipment, make travel arrangements, order event signs, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the college and foundation.
- Work with on-site and off-site facilities management to set up events. Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Create and manage room layouts for each event.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters as assigned.
- Manage onsite production and clean up for events.
- Maintain guest lists and RSVPs through The Raiser's Edge NXT. Prepare nametags, materials, notebooks, packages, gift bags, seating assignments, etc.
- Keep track of event finances including check requests, invoicing, and reporting.
- Assist in budget management, including processing invoices and reconciling expenses for Director of Special Events and Donor Relations.
- Assist the Director in communicating with foundation, college and volunteer leaders.
- Document all attendees of special events utilizing The Raiser's Edge, in conjunction/partnership with Advancement Services staff as appropriate, to record strategic contacts and actions.
- Assist the Director in planning, coordination and execution of donor relations and stewardship efforts, including but not limited to Rotary Roses, support of acknowledgement letters, endowment reporting and other efforts.
- Participate in the department's annual strategic work plan and budget planning process.
- Provide administrative and staffing support to committee(s) directed by Director of Special Events and Donor Relations (currently Strategic Engagement Subcommittee).
- Support all ongoing stewardship programs managed by the department, including the delivery of goods and services, running errands (both on and off campus), etc.
- Assist the Director and the communications/marketing department with the development of stewardship materials and reports.
- Help coordinate stewardship activities with college programs.

- Assist the Director and key volunteer leadership in managing foundation stewardship societies and committees.

Job Scope:

Position encounters frequent new and varied work situations, which involve a moderate degree of complexity. Complexity is due to interactions with diverse groups of people and involvement with varied projects, work groups and work styles. Position requires working from established procedures, but often determining own practices and procedures for assigned responsibilities. Position requires the ability to prioritize tasks with flexibility and in response to competing needs. Operates independently with minimal supervision and as a team member. Must maintain confidentiality regarding decisions and documents.

Specific Job Skills:

Outstanding interpersonal and communication skills, both oral and written, including the ability to draft reports, correspondence, meeting minutes, and copy and edit the writing of others. Ability to operate a personal computer, standard office software programs, and office equipment (photocopier, fax, phone). Outstanding organizational skills, including helping others (both peers and executive staff) in organizing their work and priorities. Ability to manage multiple priorities and entire projects, including coordinating projects that involve participation from multiple individuals. Ability to make decisions within a shared decision-making environment and exercise sound judgment, including knowing when to act independently and when to seek guidance/input before taking actions. Flexibility to adapt to changing and sometimes conflicting priorities. Ability to maintain professional demeanor and service orientation at all times, including in stressful situations.

Clark College Foundation offers a positive, team-oriented work environment with competitive compensation including excellent benefits. Successful completion of a reference check and background check will be required as part of our hiring process.

Application Process:

For consideration, please email the following to foundation@supportclark.org with the subject line **Development and Special Events Assistant**. A single file in PDF format is preferred.

- Résumé
- Detailed one-page letter discussing why you are interested in and uniquely qualified for this important role
- Names and contact information of three professional references (including at least two immediate supervisors)
- Compensation expectations

We are proud to be an Equal Opportunity Employer. We strive to employ individuals who possess the skills necessary to effectively serve an increasingly diverse population. Our effort is to create a culture climate that challenges power, privilege and inequity.