



## **Major Functions/Responsibilities:**

**In partnership with, as well as at the direction of, the Associate Vice President of Development.**

Development duties may include but are not limited to:

1. Work with the supervisor to establish development operation processes and procedures.
2. Coordinate meetings, prepare reports, and manage budgets.
3. Maintain confidentiality on donor-related issues.
4. Assist with event preparation, including logistics and decor.
5. Manage event invitations, guest lists, and materials.
6. Participate in strategic planning and budgeting.
7. Support stewardship programs and donor appreciation.
8. Handle scheduling, grant processes, and marketing emails.
9. Provide logistical support for volunteer events and donor meetings.

## **Job Scope:**

Position encounters frequent new and varied work situations involving moderate complexity. Complexity is due to interactions with diverse groups of people and involvement with various projects and responsibilities of the Associate Vice President of Development, Development Team, CEO, Board of Directors, Administrative staff, and the Clark College community. The position requires working from some established procedures but often determining practices and policies for assigned responsibilities. Operates independently with minimal supervision and as a team member and team leader. Must maintain confidentiality regarding decisions and documents.

Experience in progressively responsible administrative support positions or an equivalent combination of education and experience is required. Additionally, ability to function effectively using varied technology platforms, including but not limited to, Zoom, Microsoft Office suite, Adobe PDF, Blackbaud's Raiser's Edge, or other CRM systems, and email marketing tool.

## **Application Process:**

Email or mail a cover letter, résumé, and three professional references in ONE PDF document, with the subject "Development Assistant" to Angela Torretta (atorretta@supportclark.org).

## ***DISABILITY ACCOMMODATIONS***

*Upon request, accommodations are available to persons with disabilities for the application process. Contact Human Resources at (360) 992-2795 or by video phone.*

## **Condition of Employment:**

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

## **Eligibility Verification**

If you are hired, you will need proof of identity and documentation of U.S. citizenship or legal authorization to work.



Clark College Foundation values diversity and is an Equal Opportunity Employer. Protected group members are strongly encouraged to apply. Clark College Foundation does not discriminate based on race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, honorably discharged veteran, or military status, citizenship, immigration status, or use of a trained guide dog or service animal. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). The Foundation considers equal opportunity and non-discrimination fundamental to its mission, vision, and values. All staff hired at Clark College Foundation are encouraged to embrace, continually support, and enhance social equity on our campus and in our community. Clark College Foundation is a smoke-free/drug-free environment. This recruitment announcement does not reflect the job description and can be changed or modified without notice.