Position Purpose

The Development Associate is responsible for the management of Events associated with Gateway Community College and the GCC Foundation, Inc. The Associate serves as the College liaison to the special events and record management. The Associate assists the Dean of Development & Community Partnerships in all areas pertaining to the activities of the GCC Foundation, Inc.

Performs a full range of professional fundraising activities including special event coordination. Plans and carries out work assignments using judgment in applying professional principles and guidelines within established policies and broadly defined procedures.

Supervisory and Other Relationships

The Development Associate is under the supervision of the Dean of Development & Community Partnerships. The position requires working collaboratively with GCC’s faculty, students, and staff. The position also requires working with the GCC Foundation Board of Directors along with community leaders and vendors. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

Major Accountabilities

The Development Associate is accountable by providing assistance and support for a wide range of programs and activities related to the Development & Community Partnerships department and the implementation of the GCC Foundation special events. Requirements may vary depending on the size and complexity of assigned function. These outputs are to be timely, accurate, cost efficient and effective in meeting the needs of the students, the college, the community and the objectives of the Department of Development & Community Partnerships. This is accomplished through effective performance in these essential functional areas:

- Marketing;
- Events;
- Office Responsibilities

Examples of Essential Duties and Accountabilities
The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. **Marketing**
This accountability includes such essential tasks as: (when assigned)

1. Develops and implements ongoing marketing and social media campaigns.
2. Reviews, maintains and updates all areas of the GCC Foundation website.
3. Works in conjunction with the GCC Marketing and Communications department on events marketing materials. These include but are not limited to special events, GCC Foundation Website, social media materials, Constant Contact, banners, and flyers.
4. Works with the GCC Foundation Board Marketing Committee.
5. Works with the Dean of Development & Community Partnerships to prepare and mail event solicitations, appeals and other materials to foster ongoing donor and alumni relations.

B. **Events:**
This accountability includes such essential tasks as: (when assigned)

1. Develops relationships and work with all college departments and faculty.
2. Manages donor relationships.
3. Leading role in fundraising for the Annual Hall of Fame Induction & Reception event.
4. Assists with fundraising support for C.O.O.K. Series and other on-going events.
5. Provides support with donations, sponsorships and sales at events; including cash and credit cards.

C. **Office Responsibilities:**
This accountability includes such essential tasks as: (when assigned)

1. Assists the Office of Development & Community Partnerships, as needed, in all areas of fundraising. These include, but are not limited to, contact with Foundation Board members, donors, grant writer, prospect research, events, campaigns and correspondence.
2. Assist and backup the administrative assistant with deposits, reports, and donation records.
3. Oversees that all event files are organized, standardized and accessible to the Development & Community Partnerships team.
4. Performs additional duties as assigned by the Dean of Development & Community Partnerships and/or the Gateway Community College President.
5. Assists the administrative assistant to manage and maintain donor database.

**Professional Participation and Development**

In addition to the accountabilities listed above, the Development Associate is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

All of these may involve attendance at evening or weekend events.
The incumbent is expected to maintain currency in the position’s required fields of professional expertise and competencies including required computer skills. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications

Incumbents are required to have demonstrated substantial knowledge and abilities in these areas:

- Fundraising;
- Maintain accurate records and prepare reports;
- Maintain effective relationships with internal and external constituent groups including alumni, donors, businesses, local community-based organizations, and faculty/staff/students from the college community;
- Organizational and administrative ability to develop and manage fundraising efforts, budgets, and administer day to day activities;
- Maintain high level of confidentiality when working on donor relationships;
- Strong information technology literacy skills;
- Proficient in Microsoft Office suite
- Oral communication skills.

DESIRED

- Demonstrated ability to establish and maintain accurate records and reports related to fundraiser and donor gifts
- Understand and effectively utilize sophisticated fundraising software;
- Demonstrated ability in the recruitment and organization of development and scholarship related committees comprised of faculty, staff and/or volunteers

PREFERRED

- Knowledge and experience in the use of DonorPerfect
- Supervisory skills;

These skills and abilities typically are acquired through a combination of education, experience and training which would include a Bachelor’s degree in an appropriately related field together with one year of professional experience in development; or a combination of education, experience and training which would lead to the competencies required for successful performance of the position’s essential duties.

Work Environment

The position’s work normally is performed in such locations as offices, graphics and print shops and places where the public may assemble. The position’s work requires the incumbent to travel to such locations as television and radio stations, newspaper offices and printing plants as well as to locations for College and public events. Reasonable accommodation will be made for incumbents and candidates with physical limitations.